# 1102 eMARS Standard Reporting
# Introduction to InfoAdvantage

**Customer Resource Center**
eMARS Training
Phone: 502-564-9641
Email: Finance.CrcGroup@ky.gov
http://crc.ky.gov
http://finance.ky.gov/internal/emars/

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# Table of Contents

# Introduction to infoAdvantage:  Standard Reporting

## Prerequisites

You should have completed the following courses before continuing:

- *eMARS 101 Intro to eMARS Independent Study Guide (ISG)*
- *eMARS 110 Chart of Accounts*

## Objective

The eMARS Standard Reporting course will give you a very basic understanding of *infoAdvantage* and expose you to basic functionality that may aid in simple reporting needs.

At the conclusion of this session, you will be able to:

- Log into eMARS and open infoAdvantage
- Navigate within the InfoView Header/Workspace Panels and Tool Bars
- Search for and Retrieve Reports
- Refresh, Share, Download and Delete Reports
- Define Toolbars in the Query and Report Panels
- Create and Run a Basic Query/Report
- Apply Conditions, Prompts and Filters
- Apply Basic Formatting

> **Note: *Report Formatting* using *Sections*, *Breaks*, *Formulas*, *Variables, and Drill options* is discussed in the *eMARS 1112 eMARS infoAdvantage Custom Reporting*, which is an intermediate to advanced level training course.**

## Instructor Led Course

This course is presented in a computer lab or training room with an instructor and one or more facilitators.  The instructor will present the information by walking students through the training manual and completing the examples in each chapter on the screen.  The students in the class will follow by doing the same steps as the instructor.  At the end of each chapter, the students will be asked to complete an exercise containing review questions about the material covered and hands-on exercises.

## Training Data

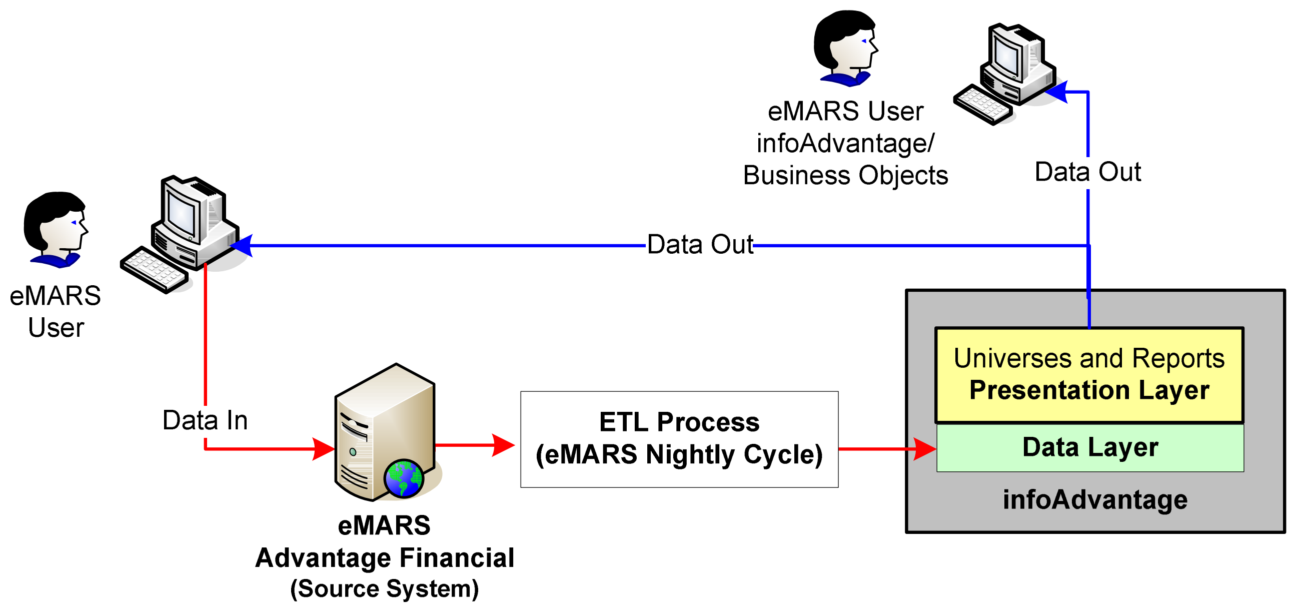
The *General Accounting Universe* will be used in this course.  *Training IDs* are provided and access to Department 785, Finance Facilities data, with permission from the agency.

## General Overview

*InfoAdvantage* uses a Web-based reporting tool to create simple and complex reports. Along with the delivered reports, *infoAdvantage* includes advanced functionality to facilitate ease of building and editing custom queries as well as manipulating the report layout, data display, and presentation of a custom report. It also provides drill down capabilities for in-depth analysis following creation.

*InfoAdvantage* is accessed through the eMARS application. Depending on your security rights, you may interact with the reports in *Public Folders* or edit and build your own documents.

*InfoAdvantage* Universes point to data warehouse tables that are updated each night using an *Extract, Transform & Load* (ETL) process. The data warehouse reflects data from the previous business day, which is loaded to the data warehouse during the *eMARS Nightly Cycle*.




It is important to note that users should always check the *eMARS* *News & Alert* Web site @ http://mars.ky.gov/alerts/marsnewsalerts.htm each morning to verify the ETL process has completed and that the data warehouse is ready for reporting. Usually, if the ETL process has not completed, you will not be able to access *infoAdvantage*. However, the possibility exists for an exception to occur and *infoAdvantage* may be accessible even if the data warehouse has not been completely updated.

# Chapter 1:  Getting Started

## Opening infoAdvantage

### 1. Log into eMARS

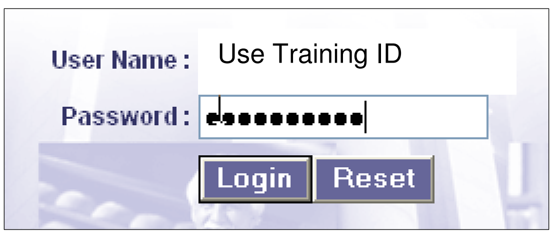
a. To open eMARS, use the URL http://emars.ky.gov.

**Note: *SSL/VPN* users will have a different log on @ https://sslvpn.ky.gov.  However, each agency using SSL/VPN may be set up differently.  The user may have an eMARS icon on their desktop.  SSL/VPN users should verify this with their tech support.**

b. Normally, you would log into eMARS using your own ***User Name*** (eMARS ID) and ***Password.***

For the purpose of this training class, you will log in using the **Training** *User Name* and *Password* your instructor provides for you on the *Student Cards*.

c. Click on ***Login.***

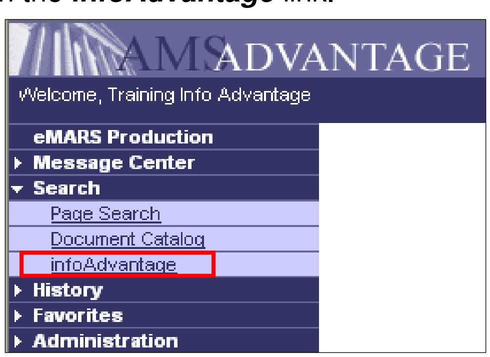



**CAUTION: If your attempt to login fails on a number of consecutive occasions, you will lock out your account.  You only have three (3) tries.  If you lock out your ID, you will need to e-mail the Customer Resource Center @ Finance.CRCGroup@ky.gov to have the password reset.**

### 2. Open infoAdvantage

a. When the eMARS home page comes up, click on ***Search*** located in the **Secondary Navigation Panel**.

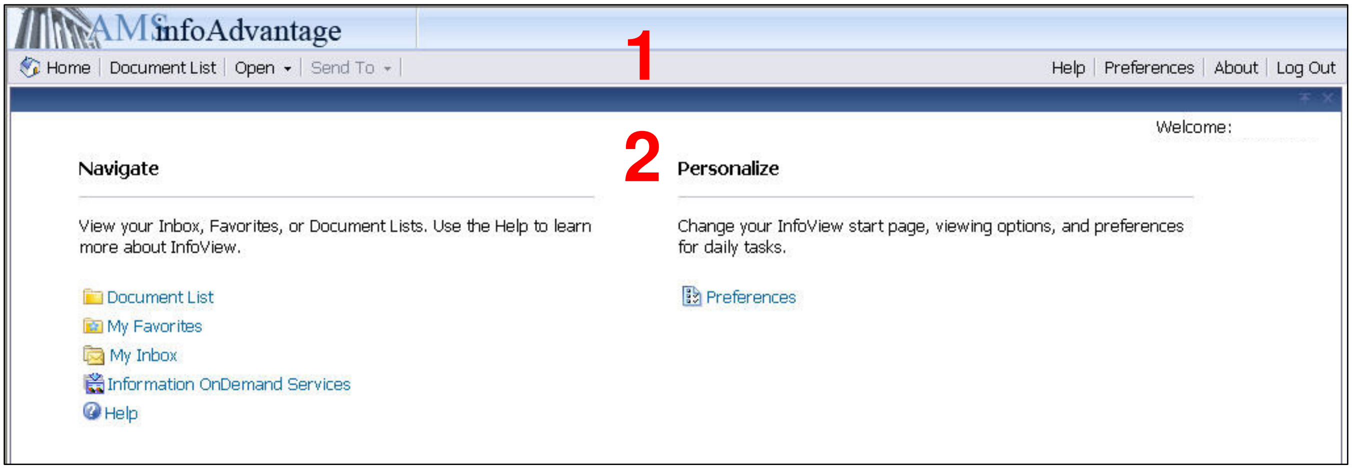
b. Click on the ***infoAdvantage*** link.



# infoAdvantage Home Page

After completing the steps on the previous page, the infoAdvantage (InfoView*) Home* page should appear.

The user's security rights, which are granted by the Business Objects Enterprise administrator, will dictate the folders and objects shown on the InfoView Home page.




The InfoView Home page is divided into two panels:

1. **Header Panel** – appears at the top of the screen and acts as the main menu.  This panel remains regardless of the activity the user is performing (i.e. if interacting with a report or editing a query.)

2. **Workspace Panel**  - changes depending upon the content the user has selected (e.g. it may display the InfoView Home Page options, a list of reports, an individual report, or a query the user is building.)

**Note: Do not use the back button in your Web browser to navigate within InfoView or any portion of BusinessObjects Enterprise; doing so may result in the user being logged out of the application.**

# Chapter 2: Inside infoAdvantage

## InfoAdvantage Home Page Panels and Toolbar Options:

The infoView *Home* page is divided into two sections, the *Header* and *Workspace* panels. In the following pages we will review the tool bars and functionality of each panel.

**Header Panel** - The *Header Panel* displays the logo and the User ID logged into infoAdvantage. The following toolbar options are provide in the *Header Panel.*


| Option | Description |
|---|---|
| **Home** | Displays the InfoAdvantage *Home* Page. |
| **Document List** | Displays the files, folders, and categories in InfoAdvantage. |
| **Open** | **Not utilized by the Commonwealth.** |
| **Send To** | Sends an object or instance to a destination (functionality is activated when a document object is selected.) |
| **Help** | Opens the *Business Objects Enterprise InfoView User's Guide.* |
| **Preferences** | Allows you to set infoView configuration and define how objects and information are displayed. |
| **About** | Displays product and sales information about InfoView. |
| **Log Out** | Logs the user out of infoAdvantage. |

**Workspace Panel -** The following shortcut hyperlinks are provided in the Workspace Panel:

| Option | Description |
|---|---|
| **Navigate:** | |
| **Document List** | Displays the files, folders, and categories in InfoAdvantage. |
| **My Favorites** | Area used to store user's personal documents. |
| **My Inbox** | Repository for report objects sent to you by another user. |
| **Information OnDemand** | **Not utilized by the Commonwealth.** |
| **Help** | Opens the Business Objects Enterprise InfoView User's Guide. |
| **Personalize:** | |
| **Preferences** | Allows you to set infoView configuration and define how objects and information are displayed. |

# Preferences

This section allows the user to define their infoAdvantage general viewing preferences.  Changes to Preferences will modify the presentation and functionality of infoAdvantage.

<u>To set the *Preferences*:</u>

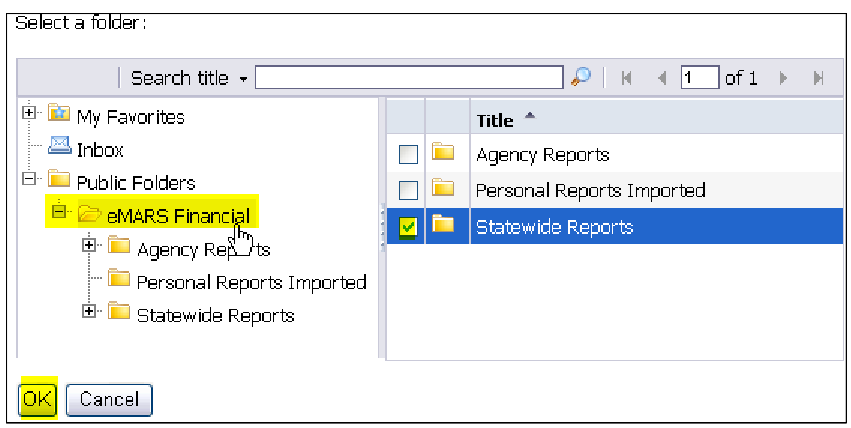
1. **Log into** InfoAdvantage.
2. Click **Preferences** from the *Header Panel* toolbar.  The Preferences screen will appear.
3. Select the desired option in the **InfoView Start Page*:*** for your initial view.

**<u>Example:</u>**
If you choose *Inbox,* then the *Inbox* folder is automatically selected in the Document List the next time you log on.


- **Home** – displays the default infoView screen.
- **My InfoView – not utilized by the Commonwealth.**
- **Favorites** – displays personal documents or shortcuts to shared documents.
- **Inbox –** displays documents sent to you by other users.
- **Folder: (unspecified)** – allows you to define the folder contents that will initially appear as your default view in the *Workspace Panel.*

***Example***:  Select **Folder: (unspecified)** then click **Browse Folder.**


The next screen will allow you to select the desired folder location to set as your initial view.  If you click eMARS Financial then check *Statewide Reports* folder, click ***OK*** this will set your initial view so the next time you log into the InfoView *Workspace Panel* it will automatically open up to this folder location.

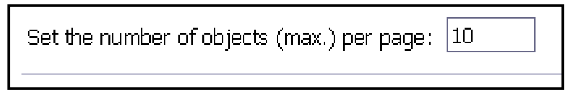


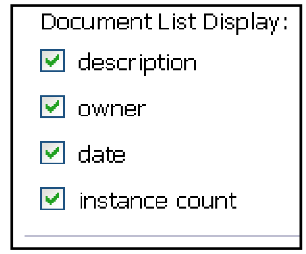

- **Category: (unspecified) – Not utilized by the Commonwealth.**

4. **Document Navigation View:** - use this option to define the default view for the *Workspace Panel*. **Default should be set to *<u>Folder</u>*.**


**Note: Category navigation is not utilized by the Commonwealth.**

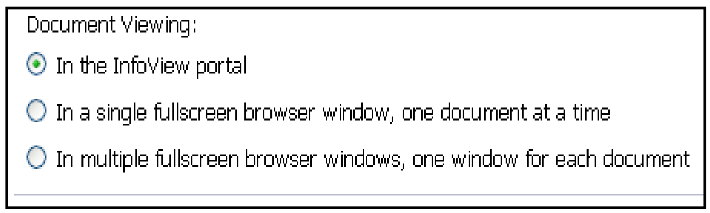
5. **Set the number of objects (max.) per page:** - use this option to specify the maximum number of objects displayed in the *Document List* before you have to change pages.




6. **Document List Display:** – use this option to select the object summary information to be displayed in the *Workspace Panel*. By default all options are selected. The document description is set by the report developer.

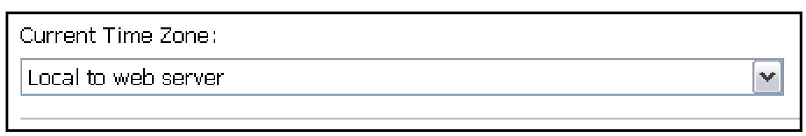
7. **Document Viewing:** – use this option to define how the documents are viewed within infoAdvantage.



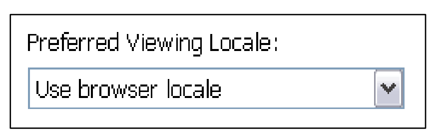

   – **In the InfoView portal (Recommended)** – displays document in same browser window as infoAdvantage.
   – **In a single full screen browser window, one document at a time (<u>Not</u> recommended.)**– this option will leave your list of reports in one browser session while opening the report in a second browser window.
   – **In multiple full screen browser windows, one window for each document (<u>Not</u> recommended.)** – opens multiple reports simultaneously.

8. **Product Local:** – This setting determines the language set and date format used by InfoAdvantage. The option affects how the date appears in the report and in list of values. **Default should be set to *<u>Use browser locale</u>*.**


9. **Current Time Zone:** – used to select appropriate time zone and synchronize time with either the *Web Server* or *Business Objects Enterprise* server. **Default should be set to *<u>Local to web server</u>*.**



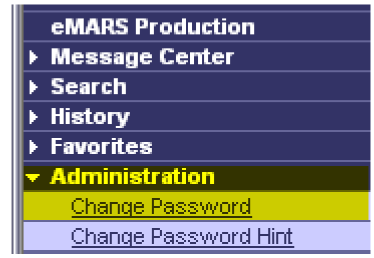

10. **Preferred Viewing Locale:** - use this option to select the locale that uses the formatting conventions for dates, numbers, and time that you would like to use while viewing objects. **Default should be set to *<u>Use browser locale</u>*.**



# Changing Your Password – (not utilized by the Commonwealth)

**This functionality is not utilized by the Commonwealth.**

Your infoAdvantage password should be changed through eMARS Administration located on the Secondary Navigation panel from the eMARS Home page.



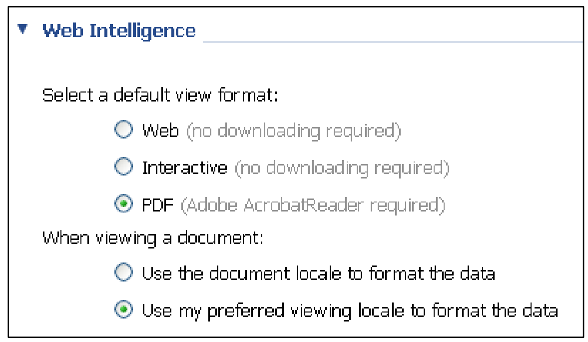
# Web Intelligence Preferences

Available document viewing for Web Intelligence documents include *Web, Interactive, and PDF* formats.

**To set the view format for Web Intelligence documents:**


1. Click the symbol to expand the preference setting for **Web Intelligence** documents.

2. **Select a default view format** – use this option to set the default format used when viewing Web Intelligence documents:




   – **Web** allows you to view and print documents, respond to prompts, and perform drill analysis.

   – ***Interactive*** allows you to view and print documents, apply filters to the documents, do sorts and calculations, modify the format of the data in tables and charts, respond to prompts, and perform drill analysis.

**Note: This option is recommended in order to use Query-HTML (the Interactive editing tool) to create documents and/or edit queries. If you do not select Interactive view format, you may still use the Query-HTML to define your documents, but you will not be able to format them.**

   – **Portable Document Format (PDF, Adobe Reader required)** viewing option opens the document in PDF using Adobe Reader which must be installed on the user's desktop. Within the report this option converts the *Section* heading to PDF bookmarks for easy navigation and you can easily toggle to HTML format when using the PDF viewing option.

   This allows you to respond to prompts, view and print documents directly in PDF format.

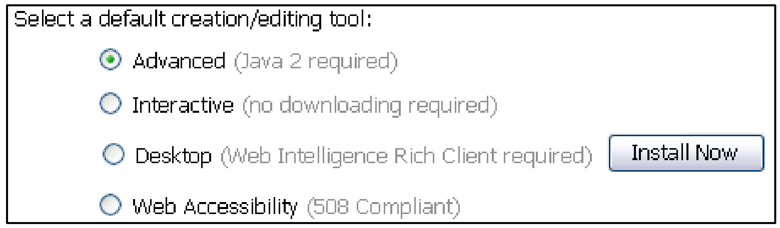
**Note: PDF is the preferred Webi Intelligence document setting used by the Commonwealth. This setting enables the user to view the statewide report layout correctly displaying the column headings.**

3. **When viewing a document** – use this option to select the locale you would like to use. The format in which numbers, times, and dates are displayed in the locale you choose will be used to display numbers, times, and dates in Web Intelligence documents:

   – **Use the document locale to format the data -** to maintain the locale used to format the data when the document was created.

   – **Use my Preferred Viewing Locale to format the data (Recommended)–** will use the locale listed under General Preferences >  Preferred Viewing Locale.

4. **Select a default creation/editing tool:** – use this option to select the tool that you want to use when you create or edit Web Intelligence documents:

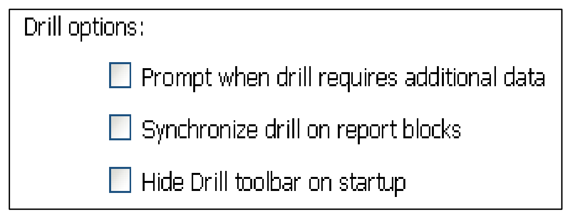



   – **Advanced (Recommended) –** is the option used by infoAdvantage. The Advanced editing tool referred to as the Java Report Panel, allows you to define the content of documents from multiple data sources and create and or modify the queries on which new or existing documents are based. You can also create sub queries, combined queries, and rank data.

5. **Select a default Universe:** – use this option to select a default Universe for Web Intelligence to use when you create documents. If you do not want to set a default universe, then choose ***No default universe.***


## DRILL OPTIONS

6. **Drill options -** select the desired option to apply to your drill sessions:

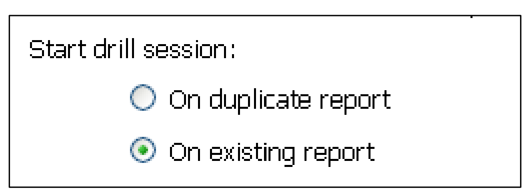



   – **Prompt if drill requires additional data** – using this option will cause Web Intelligence to prompt whenever a drill action requires a new query to add more data to the document. For example, when drilling the results displayed in a Web Intelligence document, you may want to drill to higher or lower level information that is not defined in the scope of analysis for the document. When this occurs, Web Intelligence needs to run a new query to retrieve additional data from the infoAdvantage data source. Choosing this option will prompt you with a message when a new query is needed.

   – **Synchronize drill on report blocks** – this option will synchronize drilling on all report blocks (i.e. each table, chart or free-standing cell in a report represents a block of data.)

   – **Hide Drill toolbar on startup** – select this option to hide the Drill toolbar when you switch to drill mode. When you start drill mode, the toolbar automatically appears at the top of the drilled report. The toolbar displays the value(s) on which you drilled. These values filter the results that are displayed on the drilled report. This is useful if you do not want to select filters during your drill session.

7. **Start drill session** – use this option to define how infoAdvantage displays and saves the drill actions performed within a document. Select the desired option to apply to your drill sessions:




   – **Start drill on a duplicate report** – this option allows you too retain a copy of the original document and compare the drilled results to the data in the original document. When the drill mode ends, both the original report and the drilled report remain in the document view.

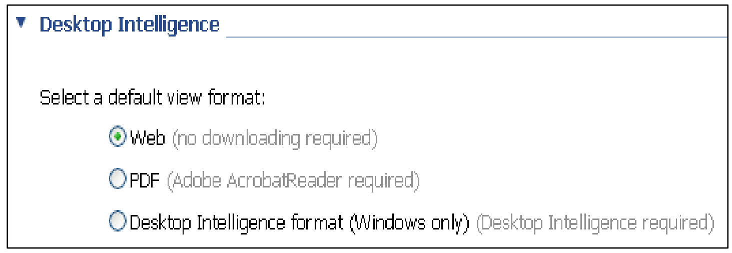
   – **Start drill on the existing report** – this option will result in modifications to the report as applied by the drill actions. When the drill mode ends, the report displays the drilled values.

**Selecting MS Excel formats - This functionality is not utilized by the Commonwealth.** This option is used to define the output appearance of the data when exporting scheduled Web Intelligence document that was set up to run in MS Excel format.

# Desktop Intelligence Tab

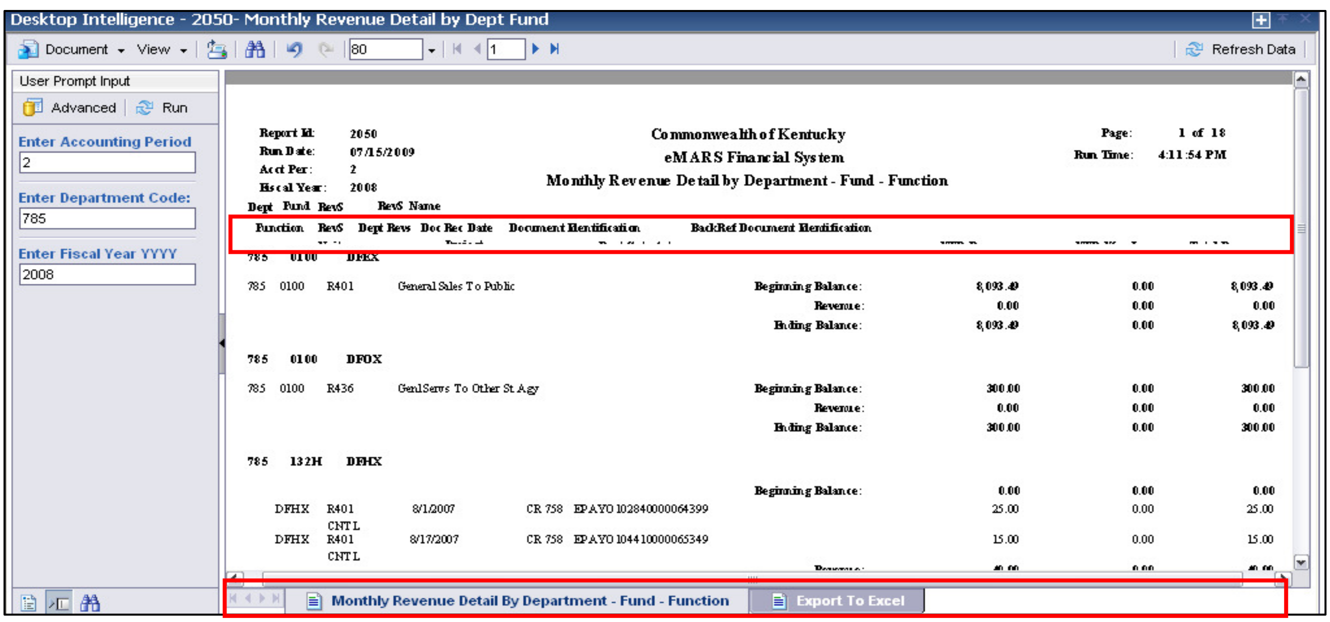
Available document viewing for Desktop Intelligence documents include *Web, PDF* and the native *Desktop Intelligence* formats.  There is a substantial difference in how the report looks -- and prints -- depending on the option you choose.  After each discussion of the various formats, a screen shot of a statewide report will be shown as an example of how each setting affects the report layout.

**To set the view format for Desktop Intelligence documents**




1. Click the ▶ symbol to expand the preference setting for **Desktop Intelligence** documents.
2. **Select a view format** - select the format that you want to use when you view your Desktop Intelligence documents:
   a. **Web** – this option displays Desktop Intelligence documents in a web-based viewer in HTML format, from which you can do some on-report analysis.

      There may be times when **Web** format may be hard to read because the column headings in the report document do not display well to identify what each field represents (as seen in the screenshot below.)  In addition, notice that the two report tabs available in this example are shown at the bottom of the report, which may be hard to locate and interpret.

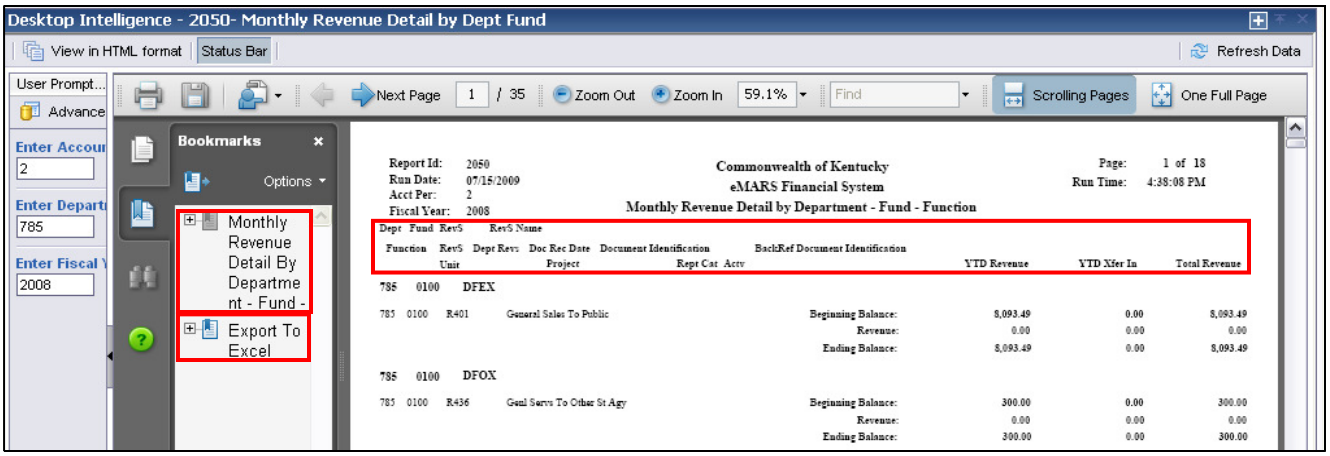



*Example of HTML format.  Statewide report 2050-Monthly Revenue Detail by Dept Fund*

| | |
|---|---|
| **Note:** | ***Web*** **viewing is required for saving reports. However, you may easily toggle to PDF view by using the View option from the Document menu bar while within the report.** |

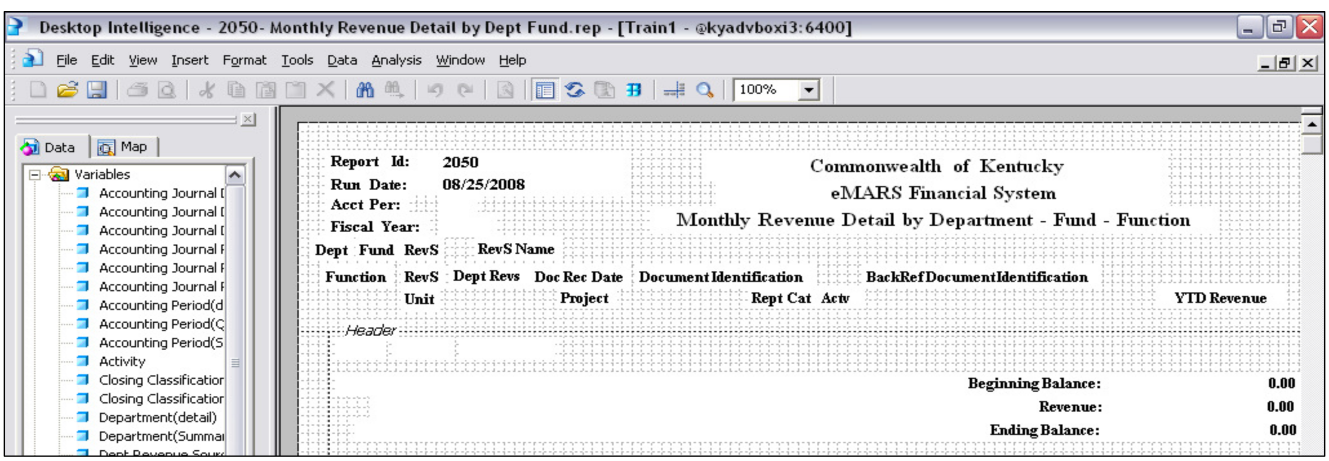
3. Click **OK** to close and save your setting.

**b. PDF (Portable Document Format) – This viewing option opens the document in PDF using Adobe Reader, which must be installed on the user's desktop.  Within the report this option converts the Section heading(s) to PDF bookmarks for easy navigation.  You may also easily toggle to HTML format when using the PDF viewing option.**
As shown in the example below, the *PDF* option displays the report title and column headings. Notice the two report tabs previously shown at the bottom of the report viewed in Web format now appear under the Bookmarks located to the left of the report.  The same options available with Adobe Acrobat are available to the user in *PDF* view.  Printing and saving the report becomes easier.




*Example of PDF format.  Statewide report 2050-Monthly Revenue Detail by Dept Fund*

**c.** ***Desktop Intelligence format (Windows only)* -** this option downloads a copy of the report to the user's computer and launches Desktop Intelligence.  Therefore, the user **<u>must</u>** have Desktop Intelligence software installed on their computer.




*Example of Desktop Intelligence format.  Statewide report 2050-Monthly Revenue Detail by Dept Fund*

**Note:  *Desktop Intelligence format (Windows only)* option requires installation of the Business Objects XI Thick Client software.**

## Crystal Reports Tab

**This functionality is not utilized by the Commonwealth.**

## Voyager Client

**This functionality is not utilized by the Commonwealth.**

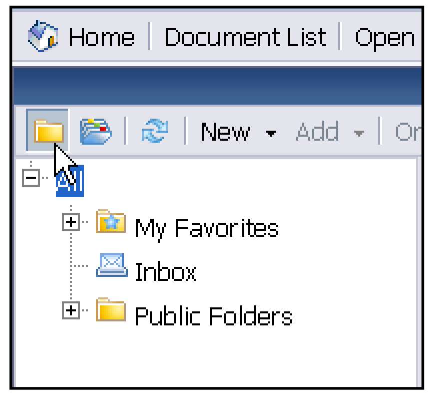
## **Workspace Panel and Toolbars**:

The Workspace panel displays InfoView content. This is where you can view and modify objects, set your InfoView preferences, browse the Document List, and so on. The toolbars and other features of the Workspace panel change according to your current task.

The *Workspace* panel also displays the structure of the folder tree and identities the user's location within infoAdvantage. By default, when viewing the contents of a folder or category, InfoView shows all the objects that you have the rights to see. Folders and categories are used to organize objects in InfoAdvantage.

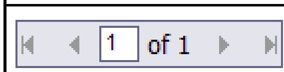
**Note: Category navigation is not utilized by the Commonwealth.**

Workspace Panel options include the following:




1. Under the *Navigate section* click ***Document Lists*** link.
2. **All -** Access links to **My Folders, Inbox** and **Public Folders**.
   - **My Favorites** – is the repository for objects you marked as favorites and Web Intelligence reports you save.
   - **Inbox –** repository for reports sent to you by other infoAdvantage or Business Object users.
   - **Public Folders** – repository for links to:
     - Statewide reports created by Statewide Accounting Services
     - Custom reports created by the department's infoAdvantage Report Developer.

The InfoView Workspace toolbar is displayed when viewing the **Document List**. It allows you to perform the following actions on objects, categories, and folders in the **Document List**.

| Option | Description |
|---|---|
| **Switch to Folders** | Shows folders in the Tree Panel. |
| **Switch to Categories** | Shows categories in the Tree Panel. **Not utilized by the Commonwealth** |
| **Refresh** | Refreshes the view of the **Document List**. |
| **New** | Allows you to create new objects within InfoView (i.e. Web Intelligence Document or Folder.) |
| **Add** | **This functionality is not utilized by the Commonwealth.** |
| **Organize** | Allows you to organize the selected object (i.e. cut, copy, copy shortcut, paste shortcut, delete.) |
| **Actions** | Allows you to perform actions on the selected object (i.e. view or modify the object, access object properties.) |
| **Search** | Allows you to search for objects. |
|  | Allows you to navigate between pages in the **Document List**. |

## Logging Out of infoAdvantage

When you are ready to exit infoAdvantage, you should always use the *Log Out* option.  This will ensure that you have completely logged out of your session.


Do not use this "X" to close your infoAdvantage session.  If you click this "X" when exiting from infoAdvantage, you leave a session open. Leaving a session open when not in use, could cause performance issues if multiple users are exiting from infoAdvantage this way. ONLY USE THE RED "X" IF NO OTHER OPTION TO LOG OUT EXISTS.

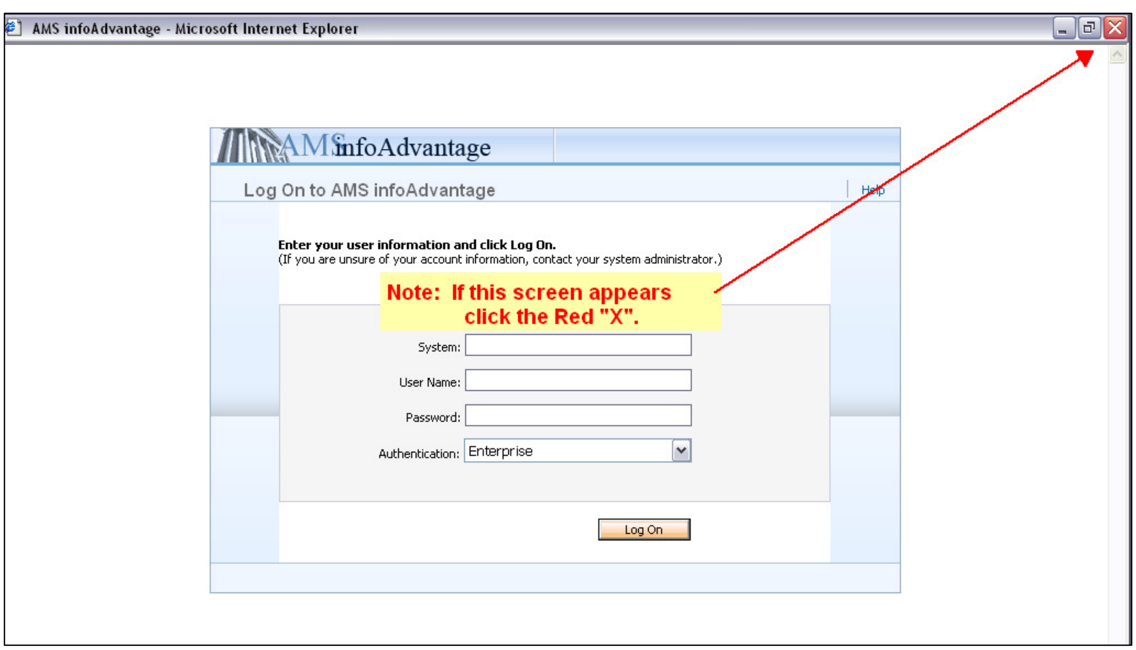
To properly exit an infoAdvantage session, you should click on Logout and completely log out before closing the Internet screen.

To close a report, you should click on the "X" shown here. This will exit you from your current screen.

**Note:** the blue "X" is hard to see but it is located on the top right side of the screen under *LOG OUT*.

**Note: Before you Log Out of infoView make sure you click the Blue "X" to close your report.**

After you click *Log Out*, another screen may appear that prompts you to log into InfoView, like the one shown below.  This option is **not** available and you should close the screen.  In some instances, you will be taken directly back to your eMARS session.  You will then have to logout of eMARS, if desired.



# Chapter 3: Navigating infoAdvantage

Folders and categories are used to organize objects in the InfoAdvantage *Workspace Panel*.

**Note: Category navigation is not utilized by the Commonwealth.**

### Tree Panel

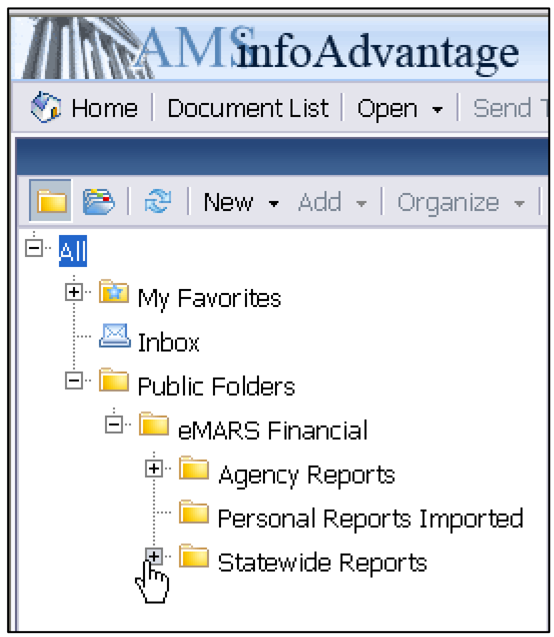
The directory Tree panel is visible when you view the Document List. It displays the folders available to the user in a hierarchical structure, allowing you to navigate through them. When you select a folder in the "Tree" panel, its contents appear in the Details panel.

### Details panel

The Details panel is visible when you view the Document List. It displays the contents of folders when a folder is selected. You may filter and sort the objects displayed in the Details panel, and choose to modify, view, or organize them if you have the proper security rights.

**Note: Category navigation is not utilized by the Commonwealth.**

**To navigate through *Folders* from the Workspace Panel Toolbar:**




1. Click ***Document Lists*** link.

2. Click ***Show Folders*** to view the folders available to you in the InfoAdvantage *Workspace Panel.*

3. To view any subfolders click on the plus symbol to the left of the folder name.

   **Example:** To view the *Statewide Reports* subfolders click on the plus (+) symbol beside ***Public Folders > eMARS Financial > Statewide Reports*** to expand the folder content as shown.

## Organizing Objects

Organizing objects within infoAdvantage includes the following:

- Creating folders
- Adding objects to a folder
- Sorting objects

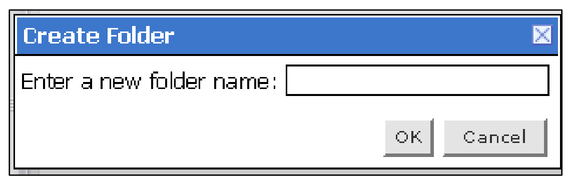
## Creating Folders

The majority of folders are created for you by your Business Objects Enterprise administrator. However, if a user has the necessary security rights, they may also create folders for their personnel use in InfoAdvantage.

**Note:  Statewide reports are organized in folders within infoAdvantage.
Categories will not be used for statewide reports.**

**To create a folder:**

1. In the Workspace panel, click **Show Folders** .
2. Click on **My Favorites.**
3. Click **New**, and select **Folder** from the *Header* panel toolbar.  The **Create Folder** box is displayed.




4. Type the name of the new folder.
5. Click **OK.**

**To add a description and keyword to your folder:**

6. Locate and right click your mouse on the folder you just created (located in **My Favorites**) in the navigation folder tree.
7. Select **Properties** from the pop-up menu box.
8. Add a **Description** and a **Keyword***.*  Keywords are used to search for objects when you use the Search feature.
9. Click **OK.**

## Sorting Objects

By default, objects are sorted alphabetically by title within infoAdvantage.  However, the sort order may be reversed.  Additional sort options include sorting the objects by last run date, type, or owner.

In the *Workspace* panel, click the column heading by which you want to sort the objects. For example, to sort the objects by title, click the *Title* column heading. To sort the objects by date, click the *Last Run* column heading.

When you click the column heading, infoAdvantage sorts the objects in ascending order. If you click the column heading again, objects will be sorted in descending order.

# Searching, Retrieving Reports

A search may be performed in the folders you have the rights to view.

**To search for an object:**

**a.** Type the word(s) you want to locate in the ***Search*** field located in the *Header* panel.

**b.** Click on the arrow 

to the left of the search field to specify the search criteria. You may search by the following criteria:
- all fields
- title
- keyword
- Advanced – allows you to search for objects by location, keyword, title, description, owner, type, and the time when an object was last modified.
- Content – **This functionality is not utilized by the Commonwealth.**

**c.** Click  to execute the search. A list of objects that match your search parameters appears.

**EXAMPLE:** As an example, we will search for a report in the *Public Folders* containing "**2540**" in the title of the report.

1. Click on ***Public Folders*** to search for a statewide report.
2. In the *Search Criteria* Box, type "**2540**" 

3. Click  to execute search.

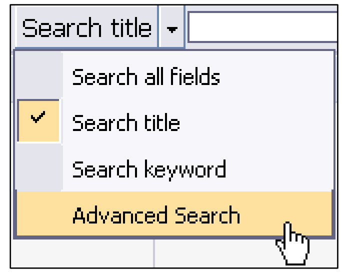
| | Title | Folder | Last Run | Type | Owner | Instances |
|---|---|---|---|---|---|---|
| | 2540_Allotment_Transact | Public Folders/Statewide | | Desktop Intellige | Administrator | 0 |
| | 2540CP_Allotment_Trans. | Public Folders/Statewide | | Desktop Intellige | Administrator | 0 |
| | 2540CPS Allotment Sumn | Public Folders/Statewide | | Desktop Intellige | Administrator | 0 |
| | 2540S Allotment Summar | Public Folders/Statewide | | Desktop Intellige | Administrator | 0 |

Any report in *Public Folders* that you have rights to view will be returned. Users may view reports created by other users within any department that they have access to; as well as all *Statewide Reports*. In this example, there are currently four reports in *Public Folders* that have 2540 in the name of the report. In addition, all four reports are stored within the *Statewide Reports* subfolder.

**Note: Four reports matched the search criteria at the time this training manual was created. More reports could potentially meet the above search criteria at any given time.**

4. Clear your search criteria and click ***Public Folders*** to clear search results.

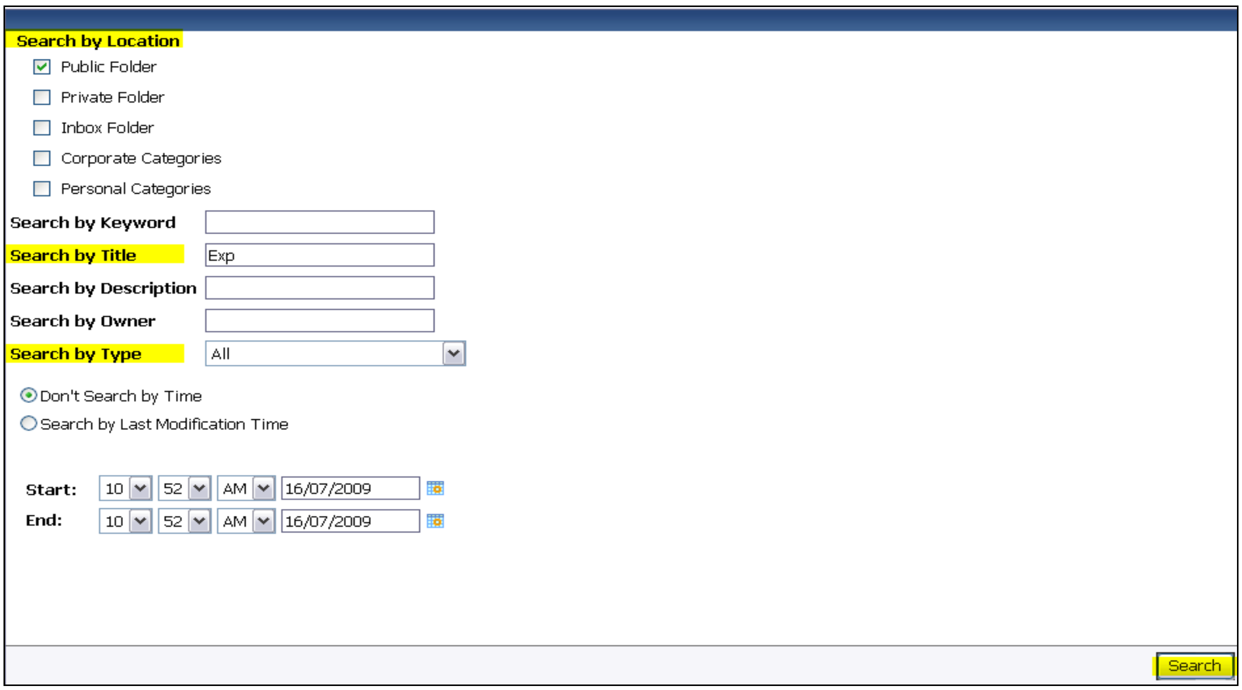
Another method of searching is to use the ***Advanced Search*** function.




**5.** Select ***Advanced Search*** from search criteria dropdown menu.

We are going to do an *Advanced Search* using the following criteria:

**6.** **Search by Location:** *Public Folder*
**Search by Title:** *Exp*
**Search by Type:** *All*




**7.** Click ***Search***.

The *Advanced Search* returns all reports that have "Exp" somewhere in the *Document/Report* title. Many of the reports are *Statewide Reports*, but several are reports created by an individual within the department the user ID has access to.

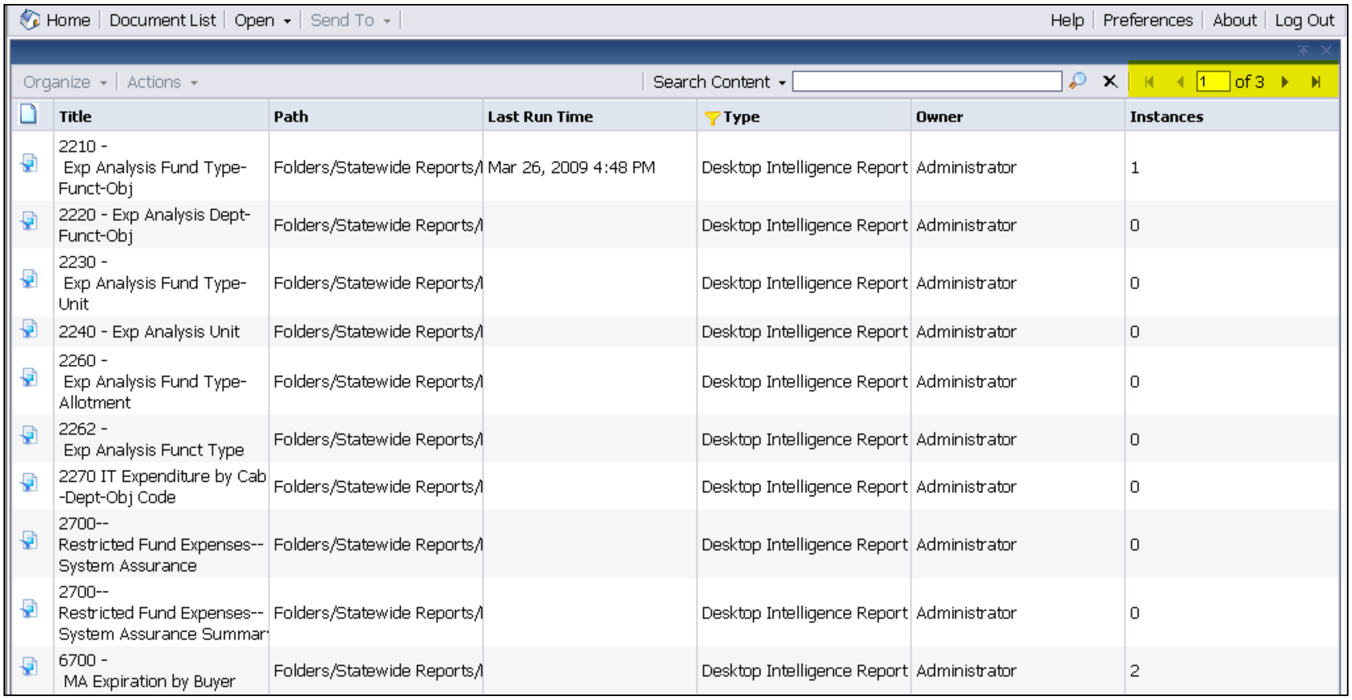
When the search results are returned you may notice two different icons next to the name of the report.

 The icon with the red dot represents reports that were created using *infoAdvantage* (*Webi*).

 The icon with the blue square represents reports that were created using Business Objects *Desktop Intelligence (Deski*), which is a software that requires a license.

**Note: Reports may only be edited using the application they were created in. For example: If a report was created using the Deski software, Webi users will not be able to edit or modify those reports to suite their reporting needs. As well, reports created using Webi may not be edited or modified using Deski.**

In our example three pages of results were returned.  To navigate to the next page use the navigation buttons located at the top right-hand corner of your screen.




| | Title | Path | Last Run Time | Type | Owner | Instances |
|---|---|---|---|---|---|---|
| | 2210 - Exp Analysis Fund Type-Funct-Obj | Folders/Statewide Reports/I | Mar 26, 2009 4:48 PM | Desktop Intelligence Report | Administrator | 1 |
| | 2220 - Exp Analysis Dept-Funct-Obj | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2230 - Exp Analysis Fund Type-Unit | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2240 - Exp Analysis Unit | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2260 - Exp Analysis Fund Type-Allotment | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2262 - Exp Analysis Funct Type | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2270 IT Expenditure by Cab -Dept-Obj Code | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2700-- Restricted Fund Expenses-- System Assurance | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 2700-- Restricted Fund Expenses-- System Assurance Summar | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 0 |
| | 6700 - MA Expiration by Buyer | Folders/Statewide Reports/I | | Desktop Intelligence Report | Administrator | 2 |

8. Click on **Blue "X"** to go back to ***Public Folders***.

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# Chapter 4: Opening, Refreshing, Saving and Printing Reports

## Opening and Refreshing Reports

To refresh a report in infoAdvantage, you simply locate the report, double click on it to open the report and refresh if necessary.

Once the report opens in the *Workspace Panel* the *Document* menu is displayed. Below are the available *Document* menu options when viewing a report in ***HTML*** format:

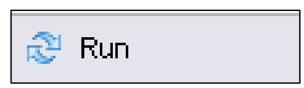
| Option | Description |
|---|---|
| **Document**<br>**Document** | The **Document** menu enables you to close the document and return to the Document List, **Save as** to create a copy of the document in infoView. You may also choose **Save to my computer as** to save a version to your local computer in comma separated value, Microsoft Excel, PDF or CSV formats. Note: The icon will change depending on the type of document you have opened. |
| **View** | The **View** menu lets you choose the way the infoView displays the document.<br>– **Page Mode** displays the document in a paginated view.<br>– **Draft Mode** displays the document in a non-paginated view.<br>– **PDF** displays a PDF of the document.<br>View also allows you to show/hide **Left Panel** and **Status Bar.** |
| | Saves the document. Icon only appears in HTML format viewer. For Desktop Intelligence documents use Document menu option to save documents. |
| | **Export to PDF for Printing**<br>Create a PDF of the document for printing. |
| | **Find text in tables and cells on this page**<br>Search text within the page of the document that you are viewing. |
| | **Undo previous action**<br>Undoes most recent actions. |
| | **Redo previous action**<br>Redoes most recent actions. |
| 100% | **Zoom**<br>Zoom in or out on a report. |
| 1 /1 | **Page navigation**<br>Navigation between pages of the report. |
| **Edit** | Used to edit the document. **Edit** option appears when the user has appropriate rights or owns the document. |
| **Refresh Data** | Retrieves the most recent data from the data source. |

Since most users run *Statewide Reports*, let's click on one of the *Statewide Report* folders.

1. Click on ***Public Folders*** in the *Workspace Panel.*
2. Click on ***Statewide Reports***.
3. Click on ***Daily Reports***
4. Click on the sub-folder ***Allotment Reports.***
5. Open the ***1540-Allotment Transaction Detail*** report by clicking on the name of the report.

| Title | Last Run | Type | Owner | Insta |
|---|---|---|---|---|
| 1101-Daily Allotment File Listing | | Desktop Intelligence Rep | Administrator | 0 |
| 1120 - Capital Appropriation File Listing | | Desktop Intelligence Rep | Administrator | 0 |
| 1120 - Operating Appropriation File Listing | | Desktop Intelligence Rep | Administrator | 0 |
| 1540_Allotment_Transaction_Detail | | Desktop Intelligence Rep | Administrator | 0 |
| 1540CP_Allotment_Transaction_Detail | | Desktop Intelligence Rep | Administrator | 0 |
| 1540CPS Allotment Summary | | Desktop Intelligence Rep | Administrator | 0 |
| 1540S Allotment Summary | Mar 30, 2009 11:01 AM | Desktop Intelligence Rep | Administrator | 1 |

Most all *Statewide Reports* must be refreshed in order to return data. To refresh a report click on the double arrows Run icon located in the Left Panel of the screen as shown below.




**Note: If the User Prompt Input box does not appear on the left side of the screen try clicking the User Prompt Input icon located in the bottom left corner.**

Some reports, depending on the type of report, may have a prompt box that comes up prompting you to input criteria needed to compile the report you are about to run. Most *Statewide Reports* contain prompts that require users to input information prior to the report being compiled.


6. Input the following into the *User Prompt Input*:
   a. Enter *Dept*
      **785**
   c. Enter *Document Record Date(mm/dd/yyyy)*
      **07/02/2007**
   d. Enter *Fiscal Year YYYY*
      **2008**
7. Press the **Tab** key.
8. Click **Run**.

Once you input the prompt information and click on **Run**, your report should return results, given you have access to the departmental information you are querying against and data exists for the specific query selection.

Report: 1540 - Detail
As of: 7/2/2007 12:00:(
FY:

Commonwealth of Kentucky
eMars Financial System
1540 Allotment Transaction Detail

Page 1 of 1

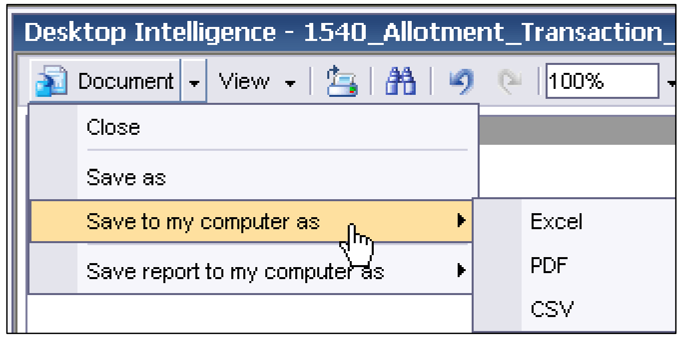
| Dept | Fund | Allot Unit | Funct SubFunc | APD | Doc Number / Vendor Customer Legal Name | Obj | Program | Activity Reporting | Encumbrance | Expenditure |
|---|---|---|---|---|---|---|---|---|---|---|
| 785 | 0100 | 785A | DFEX | 1 | TP-785-0700120525-1 | E361 | | | 0.00 | 159.08 |
| | | 1000 | DFEN | | CAROLYN L TURNER | | | | | |
| 785 | 0100 | 785A | DFEX | 1 | TP-785-0700120557-1 | E361 | | | 0.00 | 91.56 |
| | | 1000 | DFEN | | MICHELLE NOBLE | | | | | |
| 785 | 0100 | 785A | DFEX | 1 | TP-785-0700120797-1 | E361 | | | 0.00 | 252.15 |
| | | 1000 | DFEN | | AMANDA L GREER | | | | | |
| 785 | 0100 | 785A | DFEX | 1 | TP-785-0700120801-1 | E361 | | | 0.00 | 299.03 |
| | | 1000 | DFEN | | PATRICIA K PERRY | | | | | |
| 785 | 0100 | 785A | DFOX | 1 | JV2E-785-0700014580-1 | E329 | | DRBY | 0.00 | -326.15 |
| | | 8000 | DFBS | | | | | | | |
| 785 | 0100 | 785A | DFOX | 1 | PRC-785-0700253881-1 | E329 | | DRBY | 0.00 | 326.15 |
| | | 8000 | DFBS | | DREISBACH WHOLESALE | | | | | |

# Saving and Printing Reports

## Saving Documents in Other File Formats to “My Computer”

Web Intelligence documents may be saved in the following file formats:

- Microsoft Excel spreadsheets
- Adobe Acrobat PDF files
- Comma Separated Values (CSV) files (CSV format allows you to export the data content of Web Intelligence documents into other applications)




**Note: Before you can save a document, you need to run the query at least once.**

**To save a document in PDF, Excel or CSV formats:**

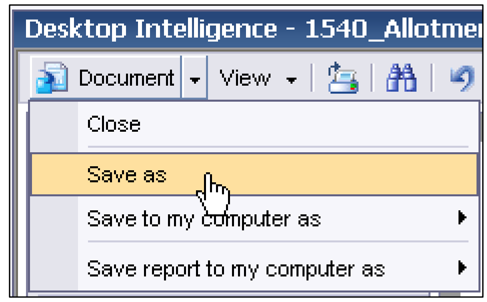
1. Click **Document** (in HTML view), on the toolbar above the displayed report.
2. Select ***Save to my computer as***, and then select Excel, PDF, or CSV, as appropriate.
3. Click **Save** when the File Download dialog box appears.
4. In the ***Save in:*** box select a location on your computer where you would like the file saved.
5. Type a file name or accept the default name displayed.
6. Click **Save**.

The file is saved in the format you specified.

**Note: If prompted, select *No* to never *Overwrite* an existing report.  If you click on *Yes*, it will automatically save the report over what is currently out there when the naming convention is the same.**

## Saving Document within infoView to "My Folders"

This option allows you to save a report to a *My Folders* location within InfoView. This folder is accessible only by the user.



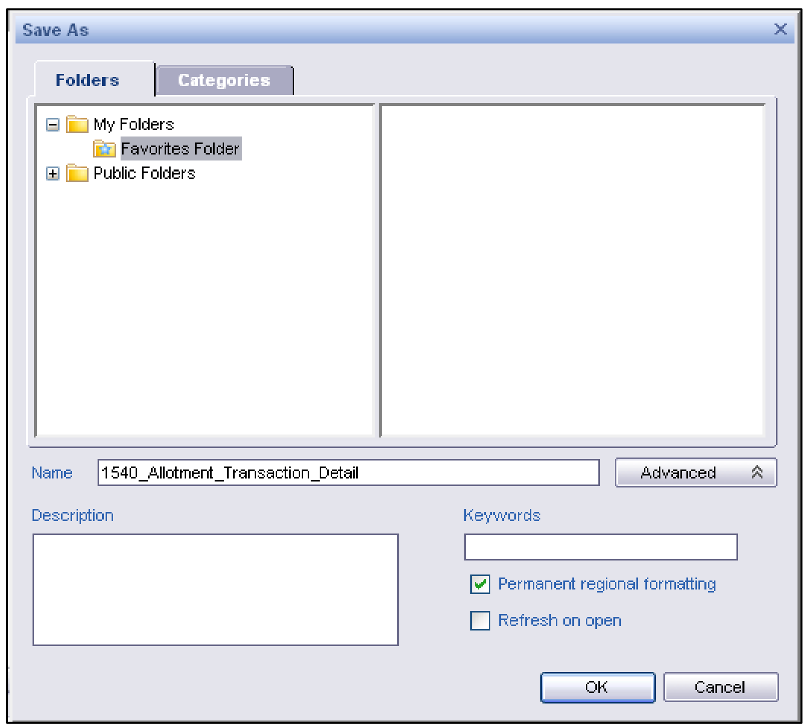

Options for saving vary from the options available when saving to *My Folders*. The user only has to be concerned with naming the report, saving to a *Location* (folder) in their *My Folders*, and choosing to *Overwrite* a report that already exists with the same name.

Click either ***OK*** to save the report or ***Cancel*** to close without saving.

**To save a new document in InfoView under My Folders:**

1. Click **Document**/**Save as**, on the toolbar above the displayed report. The Save As page opens.

Provide the following information:




2. Click **My Folders > Favorites Folders**
3. **Name** – enter a title for the document.
4. **Description** - type a meaningful description of the document (optional).
5. **Keywords** - type keywords to be used when searching for the document (optional).
6. Click **OK**.

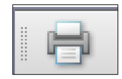
The document is now saved in InfoView under the ***My Favorites*** location that was specified.

**Note: The *Refresh on open* should NEVER be selected because this option requires the report to run when the users opens it. If the report was open in error the user would have to wait until the report refreshes in order to close the report. This option often results in unnecessary use of system resources.**

## Printing Documents within infoView

The print function is accessible in both HTML and PDF view. However, if printing from the HTML viewer when clicking the Print icon it will launch the Adobe viewer.

Once the viewing option is set to PDF the *Print* icon will appear on the Adobe menu bar. To active the print command simply click the print Icon.



Acrobat Reader® must be installed on the user's computer to access the Adobe print functionality. You can download Acrobat Reader free at [www.adobe.com](http://www.adobe.com).

### To print reports in PDF format

1. When the document is open, if your *Preferences* are set to utilize the *HTLM View* then:
   a. Click the  icon, which will prompt you to open the report in PDF.
   b. When the report opens in PDF click the **Print Icon** from the Acrobat Reader menu.

2. Else, if your Preferences are set to utilize *Portable Document Format (PDF)* View then simply:
   a. Click the **Print** Icon from the Acrobat Reader menu.

> **Note: Refer to Chapter 2 Web Intelligence Tab for additional information on Preference settings for HTML and PDF Viewer.**

# Exercise 1:  Inside infoAdvantage

## Review

Indicate **TRUE** or **FALSE** for each statement below.

**1)** ___________ *infoAdvantage* (*Webi*) is accessed through another licensed software installed on your computer.

**2)** ___________ When you lock out your account, you need to call the CRC.

**3)** ___________ Click the **Red X** in the top right hand corner to log out of *infoAdvantage*.

**4)** ___________ You may use "*My InfoView*" from the Header Panel to customize your view.

**5)** ___________ *Webi* users can only edit *Webi* reports.  They *cannot* edit a report built in Business Objects *Desktop Intelligence*.

## Hands-On Instructions

**Search for a report in infoAdvantage:**

**1)** In *infoAdvantage*, search for reports that contain the letters "Rev".

**a.** How many reports were returned that contain the letters "Rev"?

___________

**b.** How many of the reports containing "Rev" were created using *Webi*?

___________

**c.** How many Revenue Reports folders were returned?

___________

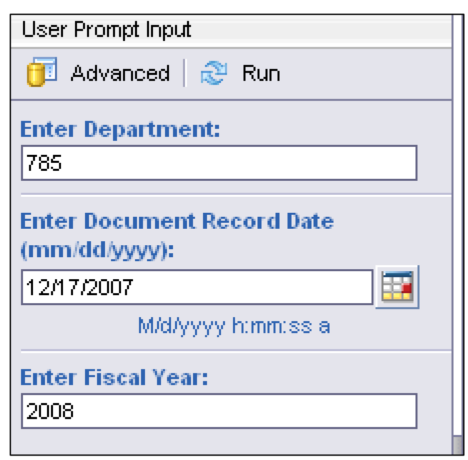
**Locate, Open, and Run a Statewide Report in infoAdvantage:**

**1)** **Goto** *Public Folders > Statewide Reports > Daily Reports > Allotment Reports*

**2)** **Open** the ***1540_Allotment_Transaction_Detail*** report

**3)** **Input** the criteria shown in the screen shot to the right into the ***User Prompt Input Panel*** and click ***Run***:

**4)** Take some time to navigate around in *infoAdvantage* utilizing other functionality you have learned so far while waiting for the instructor to continue.



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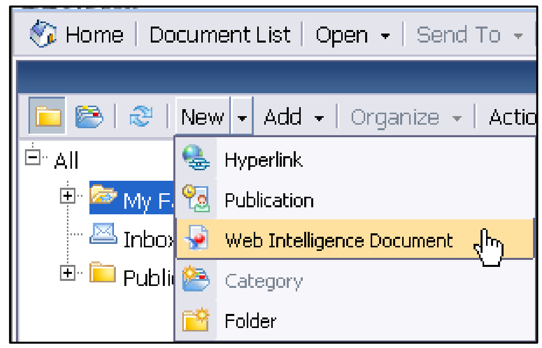
# Chapter 5:  Creating Documents

## Selecting a Data Provider (Universe)

In addition to running reports in infoAdvantage, users have the option of creating reports.



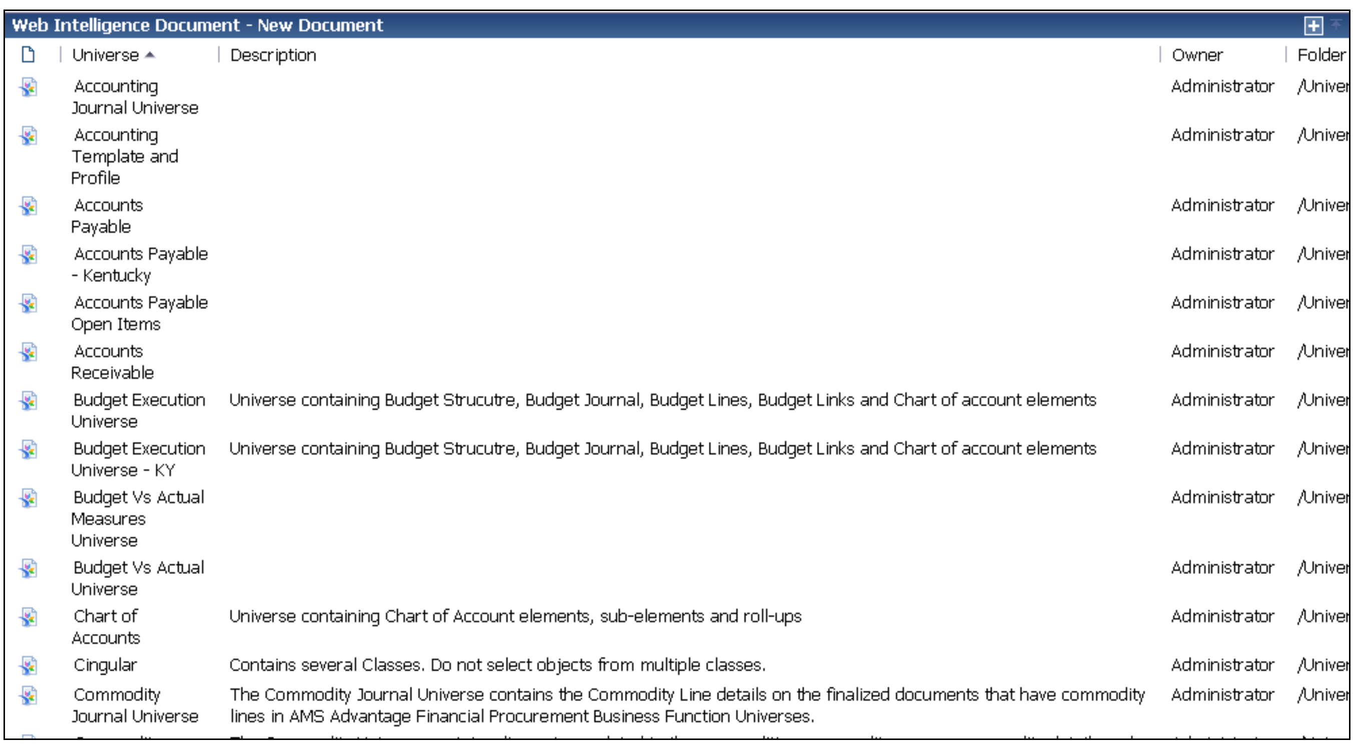

1. Click ***My Favorites*** folder.

2. Click on **New > Web Intelligence Document** on the *Home Panel Toolbar* in infoAdvantage.

   A list of *Universes* will appear.  From this list, you will select the *Universe* you want to use to build your report (the below screen shot only shows a portion of what is available).

3. **Scroll down** and locate the *General Accounting Universe*.

4. **Click** on the ***General Accounting Universe***.


Web Intelligence Document - New Document

| Universe | Description | Owner | Folder |
|---|---|---|---|
| Accounting Journal Universe | | Administrator | /Univer |
| Accounting Template and Profile | | Administrator | /Univer |
| Accounts Payable | | Administrator | /Univer |
| Accounts Payable - Kentucky | | Administrator | /Univer |
| Accounts Payable Open Items | | Administrator | /Univer |
| Accounts Receivable | | Administrator | /Univer |
| Budget Execution Universe | Universe containing Budget Strucutre, Budget Journal, Budget Lines, Budget Links and Chart of account elements | Administrator | /Univer |
| Budget Execution Universe - KY | Universe containing Budget Strucutre, Budget Journal, Budget Lines, Budget Links and Chart of account elements | Administrator | /Univer |
| Budget Vs Actual Measures Universe | | Administrator | /Univer |
| Budget Vs Actual Universe | | Administrator | /Univer |
| Chart of Accounts | Universe containing Chart of Account elements, sub-elements and roll-ups | Administrator | /Univer |
| Cingular | Contains several Classes. Do not select objects from multiple classes. | Administrator | /Univer |
| Commodity Journal Universe | The Commodity Journal Universe contains the Commodity Line details on the finalized documents that have commodity lines in AMS Advantage Financial Procurement Business Function Universes. | Administrator | /Univer |

After clicking on the *General Accounting Universe*, the *Query Panel* comes up.

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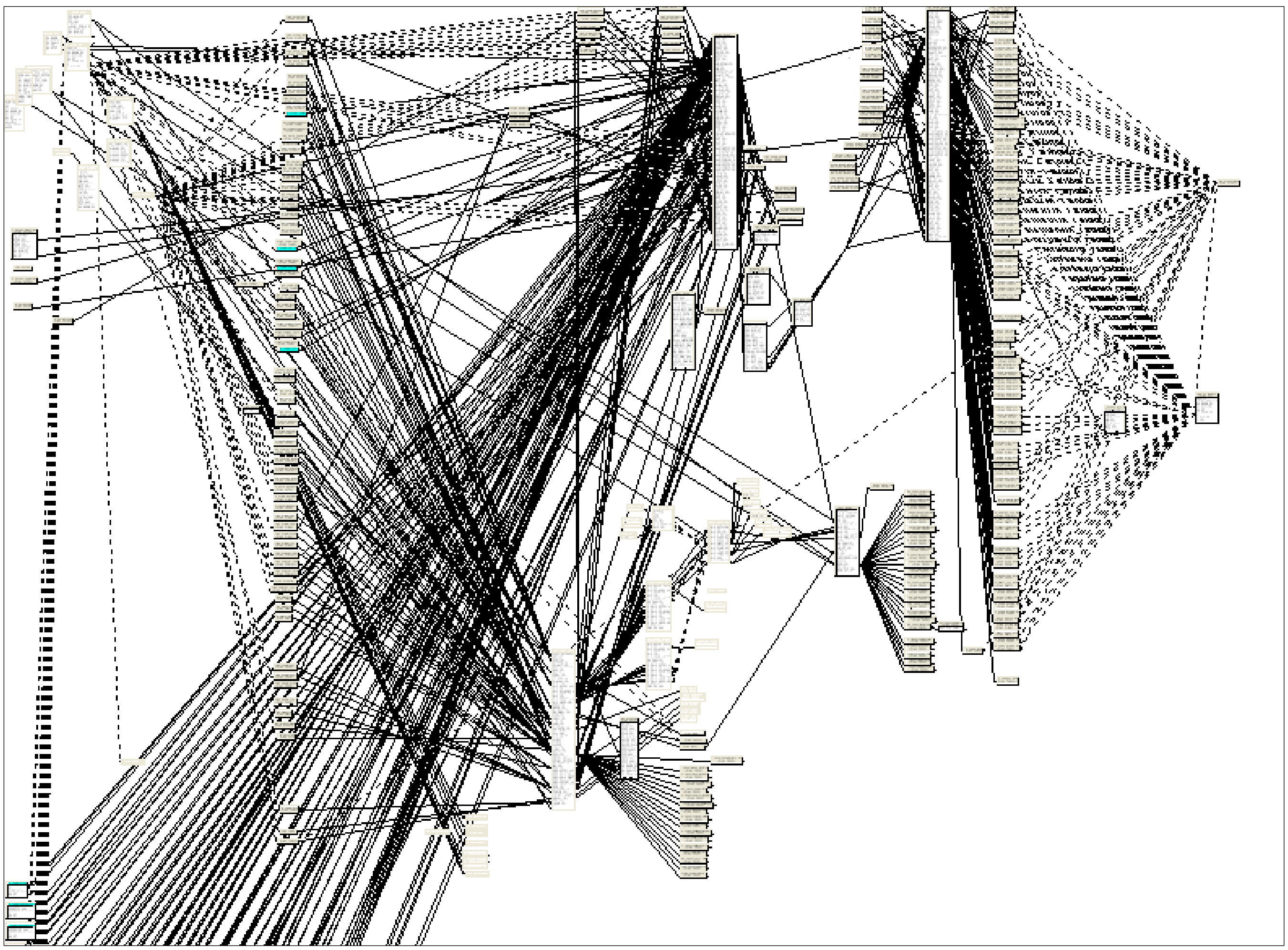
# Chapter 6:  Universes

## What is a Universe

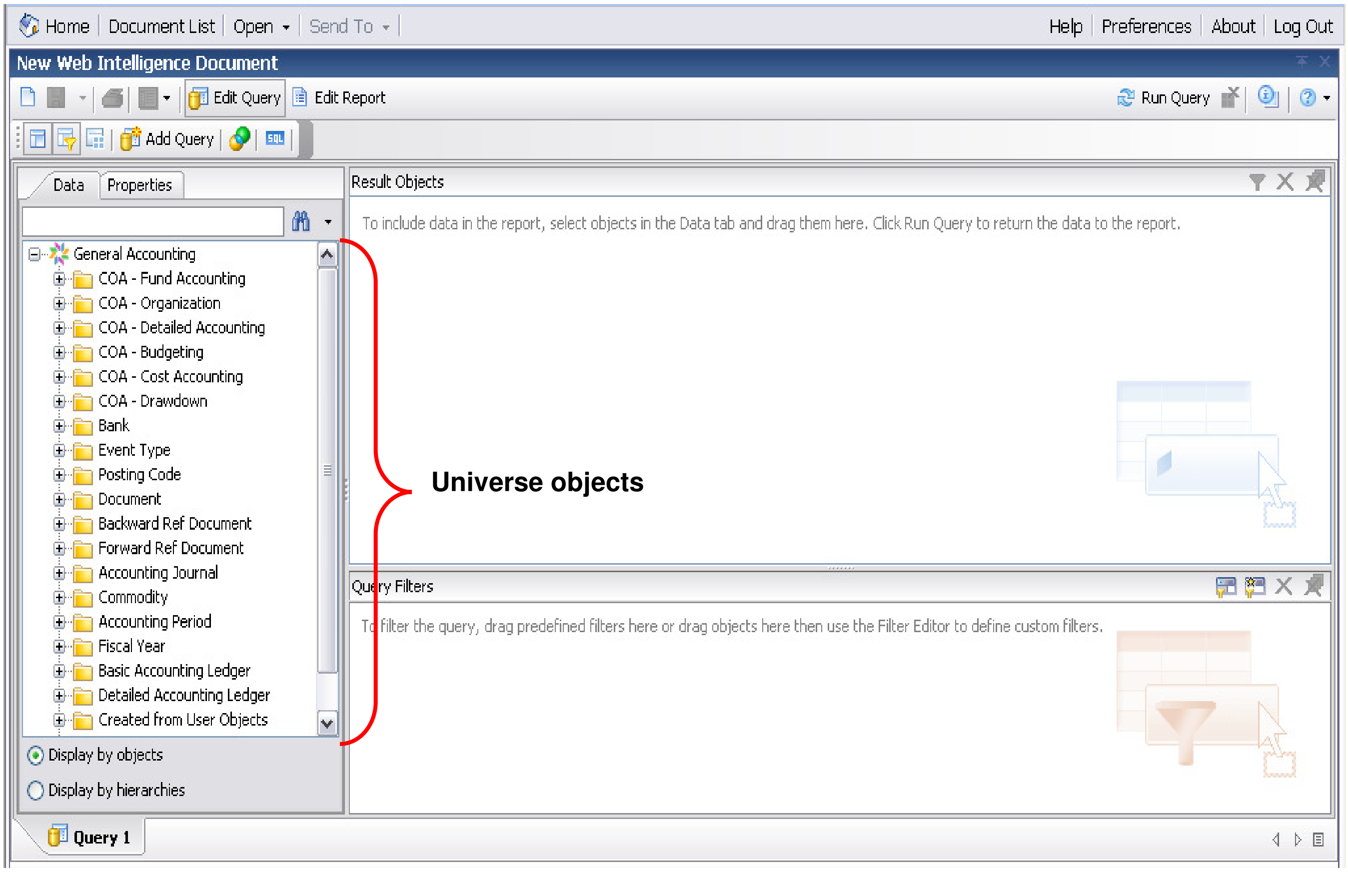
A *Universe* is a database interface that maps objects to fields in a database or a grouping of tables.  It provides an easy to use interface for users to run queries against a database to create reports and perform data analysis.

The *Universe* simplifies the report creation process by eliminating the need to know database the structure or be a relational database expert.  It also provides automatic joins between database tables.

*Below is an example of a Universe with all the tables joined together.  The multiple boxes represent tables and the lines are joins between the tables. See* ***Appendix J  Primary Verses Kernel Universes***



After selecting a universe from the *New>Web Intelligence Document* on the *Home Panel Toolbar*, the universe appears in the *Query Panel* to the left of the *Result Objects* and *Query Filters* panes.



# Classes and Objects

A universe is a collection of *objects*. Related objects are grouped into *classes*. Objects represent fields in a database table. The object names will be everyday terms instead of the cryptic field names in a database.

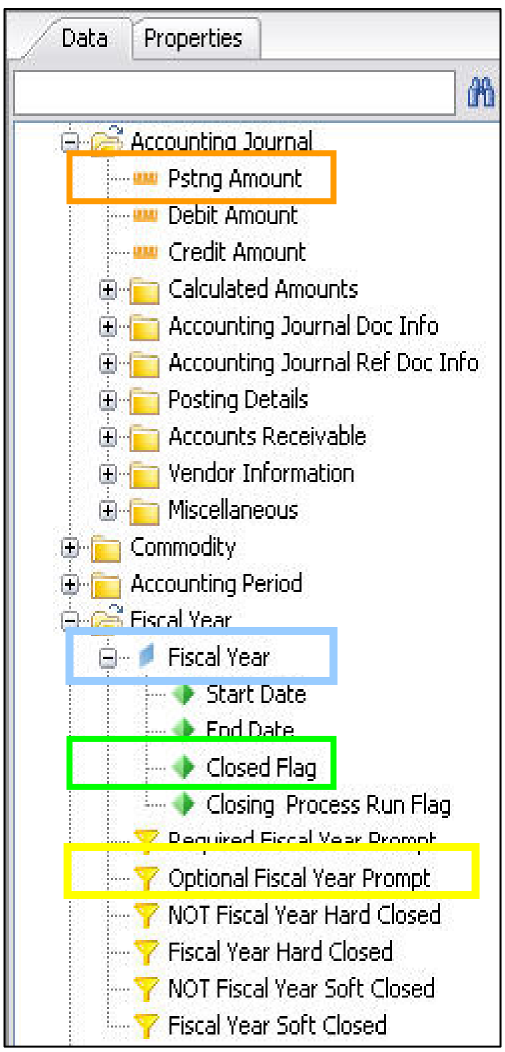
### Classes (Folders)

Classes are logical groupings of objects that make objects easier to find. For example, all address fields might be grouped together in one class.

### Universe Objects

There are four different types of *Universe Objects*: *Dimension, Detail*, *Measure* and Predefined Filter.

*Different types of universe objec*ts




**Dimension Objects** ( )—Blue Diamond

These objects are either text or dates, such as *Fiscal Year* and *Document Record Date*. *Dimension Objects* represent the basic structure of the data.

**Detail Objects** ( )—Green Pyramid

Always associated with a *Dimension Object* and provides additional descriptive data about the *Dimension*. *Detail Objects* such as *Start Date*, *End Date* and *Closed Flag* are objects that could be related to a *Fiscal Year Dimension*.

**Measure Objects** ( )—Orange Ruler

Always represents numeric data that is the result of calculations on data in the database. A *Measure Object's* value changes depending on the context of the report. For example, the *Pstng Amount* will differ depending on the *Closing Classification*, *Posting Code* or if the report is for one *Accounting Period* or multiple periods.

**Predefined Filter** ( )—Yellow Funnel

Predefined Filters are time savers that are created by a *Universe Designer*. They are created for conditions that are complicated and/or commonly used. An example of a predefined filter is *Required Fiscal Year Prompt*.

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# Chapter 7: Creating a Report

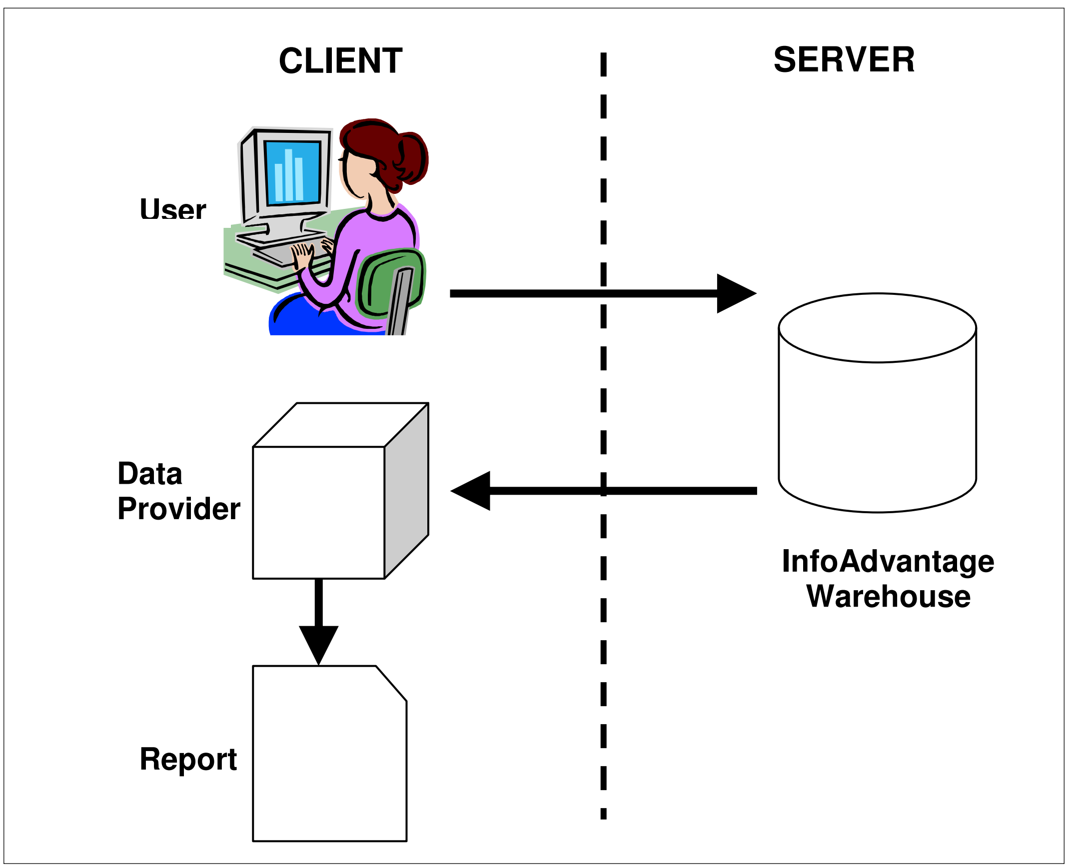
Creating a report may consists of:

- Building the query by dragging and dropping objects from the universe into the *Result Objects* panel,
- Adding filters, to narrow down the data retrieved from the database,
- Setting the *Scope of Analysis*, if creating a *Drill Down* report,
- Managing query properties,
- Running the query,
- Formatting the report (covered in the next chapter.)

A query is one or more statements designed to answer a business question requiring data from a database. In other words, the query is a means to ask the database for information.

When the query is run, the request for information is processed in the database, and if the data is available, the results are sent back to the report panel in the form of a table, which contains rows and columns.

***The Query Process***



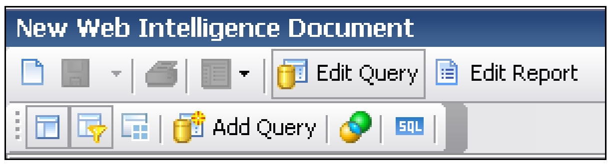
# Building a Query

### Query Panel (also referred to as the Data Provider)

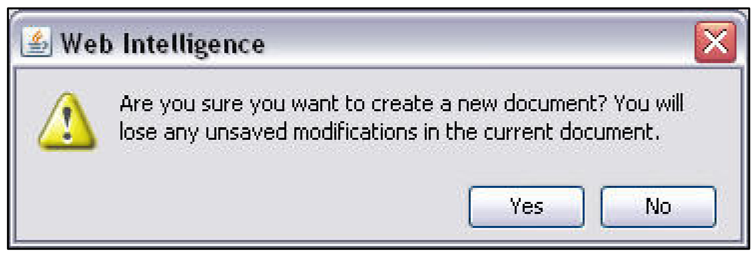
The *Query Panel* displays all of the objects available in a universe. When the query is ready to be built, select the *Dimension* and *Detail Objects* from the universe that represent the information you want to retrieve, and drag them to the *Result Objects* panel. Add *Measure Objects* that represent the calculation, or the action you want to perform on the information.

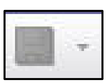
### Query Panel Toolbars

*Toolbar in Query View*




**Create New Document -** If you click on this icon, you will be asked "*Are you sure you want to create a new document*". If you click "Yes", *You will lose any unsaved modifications in the current document.*



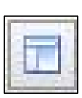
**Save -** You may **not** save a query from within the *Query Panel.* That is why this option is grayed out. You must be in ***Edit Report*** in order to save your report document.

**Print this document -** You may **not** print from within the *Query Panel.* There is no data currently displayed for printing. That is why this option is grayed out.

**Configure View –** You may **not** use the *Configure View* icon within the *Query Panel*. That is why this option is grayed out.


**Edit Query -** Once you run your query, you may switch from the *Report Panel* to the *Query Panel* to modify your query using this icon.


**Edit Report -** allows you to switch to the *Report Panel* without first running your query. This allows users to save their work prior to running the query in case there are problems that prevent saving (i.e. query times out, connection to server is lost, etc.)



**Show/Hide Data Manager -** shows or hides the universe classes and objects to the left of the *Query Panel*.

**Show/Hide Filter Pane -** shows or hides the *Query Filters Panel* that is located at the bottom of the *Query Panel*.

**Show/Hide Scope of Analysis Pane -** shows or hides the *Query Scope of Analysis Panel.* If shown this panel it will appear beneath the *Query Filters Panel*.


**Add a New Query -** allows you to add a new query with the option of using the same universe or another universe for the query.

**Add a Combined Query –** allows you to add a *Union*, *Intersection*, or a *Minus* Query.


**View SQL -** *View SQL* will allow you to view the SQL that is created when the query is built. Viewing the SQL is an excellent way to troubleshoot problems with your report.

**Note: Custom SQL is not utilized by the Commonwealth.**

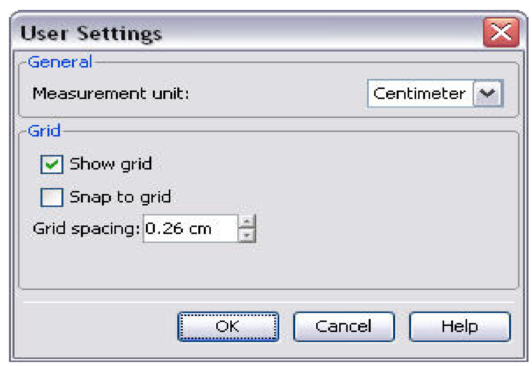
The other toolbar is at the top right of the *Query Panel*.



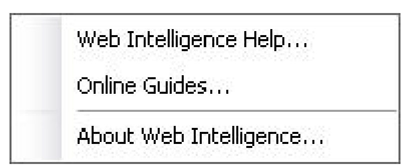
**Run Query -** will run your query and display the results in a report.

**Purge Data -** purges data from the report.

**Show User Settings -** will allow you to change the measurement unit on the report, and it will allow you to turn on/off the grid. In addition, you may set the objects to snap to the grid when placed on the report.

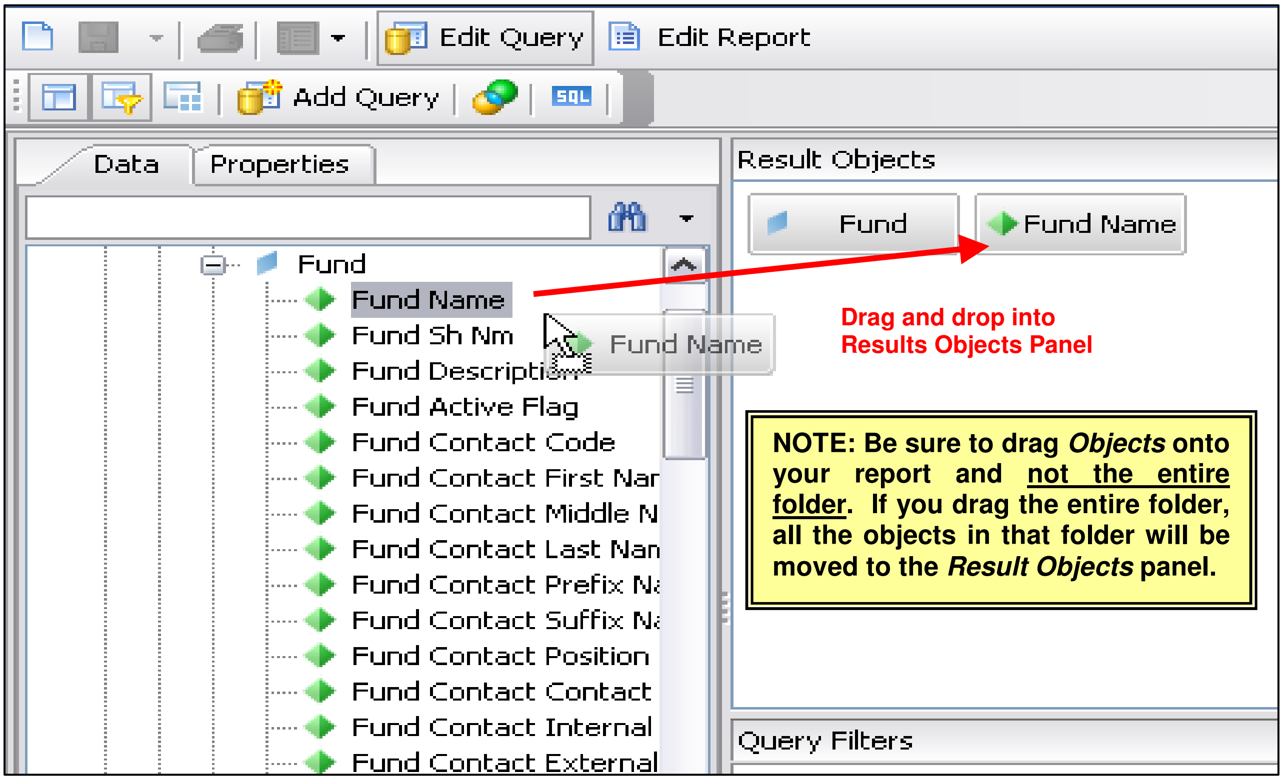



**Help -** gives you several options to choose from. Various types of help are available to you including online guides and lists of resources available on the web.



## Simple Query

To build a query, simply find the object you want on your report and drag it into the *Result Objects Panel*.




1. Locate and drag ***Fund*** and ***Fund Name*** under the *COA – Fund Accounting Class* to the *Result Objects Panel,* but **do not run the query yet.**

| |
|---|
| **Note: When you drag a Detail object into the Results Objects panel it will automatically bring over the Dimension associated with the Detail (i.e. dragging Fund Name first will automatically pull the Fund in with it.** |

**Caution:** When dragging objects into the *Result Objects* panel, it is easy to accidentally drag an entire *Folder* instead of the *Dimension, Detail* or *Measure Object.* When this happens, every object within the *Folder* will be included in the *Result Objects* panel. You have several options for correcting this error.

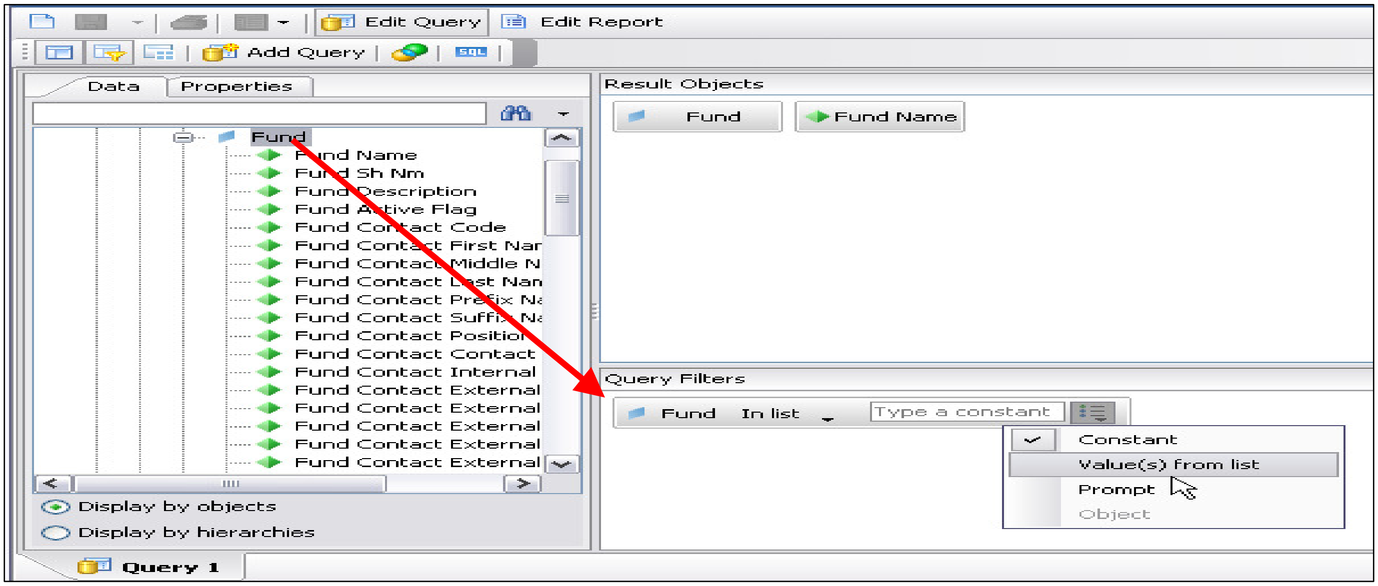
– Start over by clicking on the C*reate New Document* icon.

– Drag each object out of the *Results Object* panel, one object at a time.

– Delete unwanted objects, to do this right-click on the last object in the *Result Objects* panel then hold down the *Delete* button until all unwanted objects have been removed.

Before running the query, we will go ahead and set up some conditions.

2. Drag ***Fund*** into the *Query Filters Panel*. When you drag ***Fund*** into the *Query Filters Panel*, you will notice query filter appears in outline in the **Query Filters** pane.




The default operator is (**In List**). To select a different query operator from the list of operators you would click the arrow on the right of the default (**In List**) value.

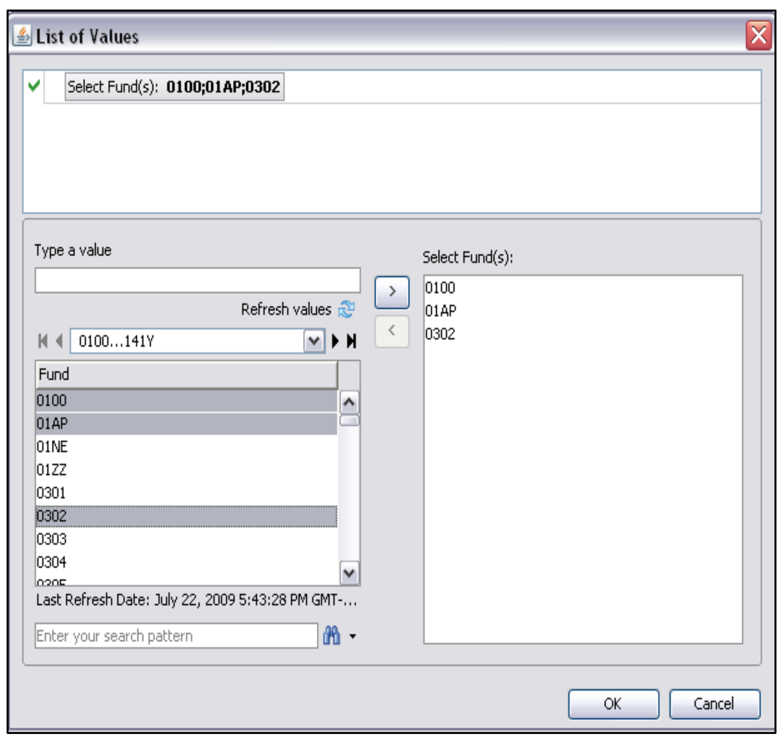
3. Click the arrow on the right of the query filter to select **Value(s) from List**.

4. Choose ***InList*** and select *Funds* **0100, 01AP, 0301** from the *Filter Editor,* then click **OK**. Hold the *Crtl* key down to select random values; or hold the *Shift* key down to select a group of values.

5. Click the **>** to move the values under the *Select Fund(s):* box.

6. Click ***OK.***

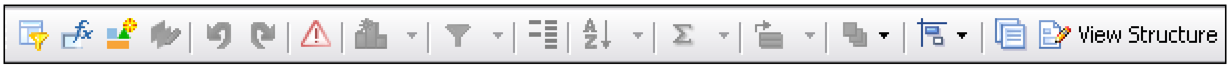
7. Click on ***Run Query*** to create the report once you have the objects and conditions that you need.



## Report Panel

After clicking on *Run Query* on the *Query Panel Toolbar*, you should have something similar to the figure shown below.  If you notice, the report contains the objects we moved into the *Result Objects Panel*.  As well, the report only returned *Funds* that we selected in the *Query Filters Panel* (0100, 01AP, 0301).

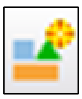
## Report Panel Toolbars





**Show/Hide Filter Pane -** shows or hides the *Report Filters Applied to: Panel.*


**Show/Hide Formula Toolbar -** shows or hides the *Formula Toolbar* across the top of the *Report Panel*.


**Variable Editor -** displays the *Variable Editor,* which is a larger panel used to create/edit variables.

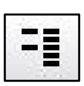

**Merge Dimensions –** allows you to link queries by merging like objects.

 
**Undo and Redo Buttons –** reverses or repeats the last action or series of actions taken.

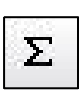

**Alerters -** brings up the *Alerters* dialog box and allows you to apply an alerter to an object.  This will allow you to put a specific condition on any object that will notify you if the condition is met.


**Apply/Remove Ranking –** allows you to display the Top or Bottom values based on the dimension object that you have selected.


**Add Filter -** applies a quick filter to the table based on the object you select.


**Insert/Remove Break -** quick and easy way to insert or remove a break on an object in your report.


**Apply/Remove Sort –** allows you to apply or remove a sort on a selected object.


**Insert Calculation -** allows you to insert a *Sum, Percentage, Min, Max, Average*, etc, on a selected *Measure*.


**Insert Row/Column -** allows you to insert a row above or below another row or a column before or after another column in your report.


**Order –** allows you to "Send to Back" or "Send to Front" the selected item.


**Align Blocks and Cells –** allows you to manipulate cell and block alignment.

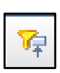

**Switch Page/Quick Display -** shows the margins on the report.

**Switch Between Results View and Structure View –** allows you to view the raw table or the actual results in the report.

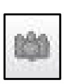

**Refresh –** allows you to refresh your report.


**Purge Data -** purges data from the report.

**Activate Data Tracking –  Not used by the Commonwealth.**

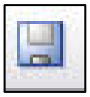

**Show/Hide Report Filter Toolbar –** allows you to view any filters that have been added to the report.

**Drill -** turns on the *Drill Mode* and allows for drilling down into the report.


**Take Snapshot of Drilled Report -** creates a report that is a snapshot of the drilled results.



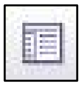
**Create New Document -** If you click on this icon, you will be asked "*Are you sure you want to create a new document*". If you click "Yes", *You will lose any unsaved modifications in the current document.*



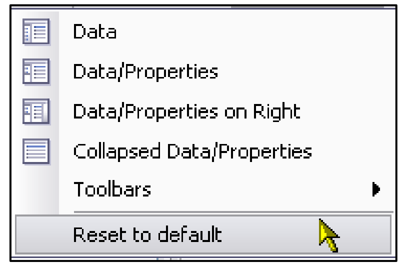
**Save -** allows you to save the report to *My Favorites* or *Public Folder* within infoAdvantage as defined by the users' security rights. **Save** also allows you to save to the report to your computer as an *Excel, PDF* or *CSV* file types.

**Print this document -** This option prints the report.

**Find Text on Current Page –** allows you to search for text on the current page.



**Configure View –** allows you to configure the Java Report Panel and manage Toolbars.

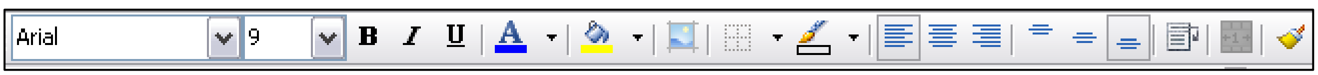


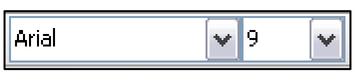


**Edit Query -** Takes you back to the *Query Panel for Editing*.


**Edit Report -** Takes you to the *Report Panel* if you are in the *Query Panel.*

**Report Formatting Toolbar**



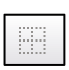

Allows users to change a cell(s) font ***Type and Size.***

Allows users to ***Bold, Italicize***, or ***Underline*** selected cells.

Allows users to change selected cell(s) ***Font Color.***

Allows users to change selected cell(s) ***Background Color.***

Allows users to insert a ***Background Image.***



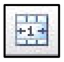
Allows users to change ***Borders*** of selected cells.

Allows users to change the ***Border Color.***

Allows users to ***align text Left, Center, or Right.***

Allows users to ***align text Top, Middle, or Center.***

Allows users to ***wrap text.***



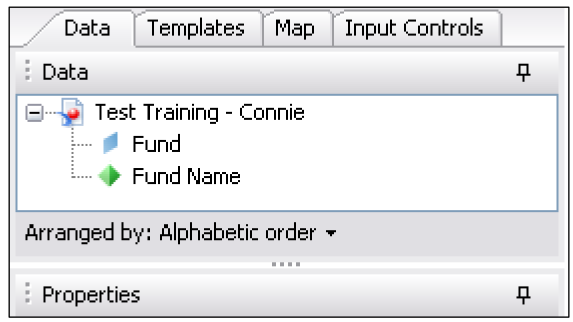
Allows users to ***Merge or Split selected cells.***

Allows users to ***copy cell formatting*** to other cells.

**Page Navigation Toolbar:**


Allows users to navigate forward or backward a page at a time; or to the beginning or end of the report.

**Report Manager Tabs**




**Data -** Shows the objects selected in your query and any variables or formulas in your report.

**Templates** - Allows user to change the layout of the table, insert graphs or charts, or insert freestanding cells (*Formula* and *Text Cells* or *Page Number Cells*).

**Map** **-** Maps the layout of the report.

**Input Controls -** Provides a quick and easy way for users to filter the content that is displayed within a Web Intelligence report.

**Properties** - Allows you to make various changes to Table, Cell or Report Properties and manage Sections and Breaks. Upon review, you will find the Properties Tab will help with formatting and modifying your report.

## Editing a Query

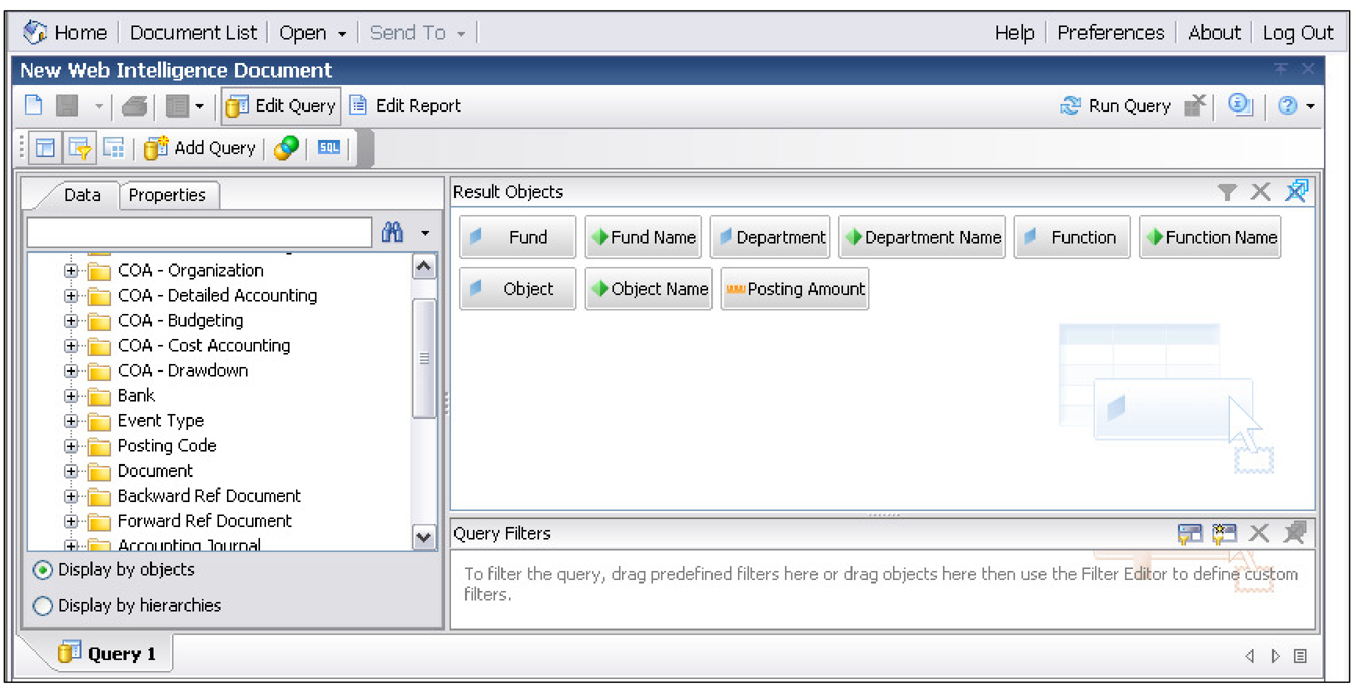
To add, delete objects or modify conditions in your query, you would:

1. Click the ***Edit Query*** button.

Let's edit the query to include objects that we could use in an *Expenditure Analysis Report.*

2. Remove the condition on *Fund* by both clicking on the condition and pressing the *Delete* key, or by dragging the condition to the *Data Manager Panel* on the left, or by right clicking on the condition and selecting *Remove*.

3. Drag the following objects into the *Result Objects Panel*:
   - COA-Fund Accounting > Fund > ***Fund***
   - COA-Fund Accounting > Fund > Fund > ***Fund Name***
   - COA-Organization > Organization-Centralized View > ***Department***
   - COA-Organization > Organization-Centralized View > Department > ***Department Name***
   - COA-Detailed Accounting > Function > ***Function***
   - COA-Detailed Accounting > Function > Function > ***Function Name***
   - COA-Fund Accounting > Object > ***Object***
   - COA-Fund Accounting > Object > Object > ***Object Name***
   - Detailed Accounting Ledger > ***Posting Amount***

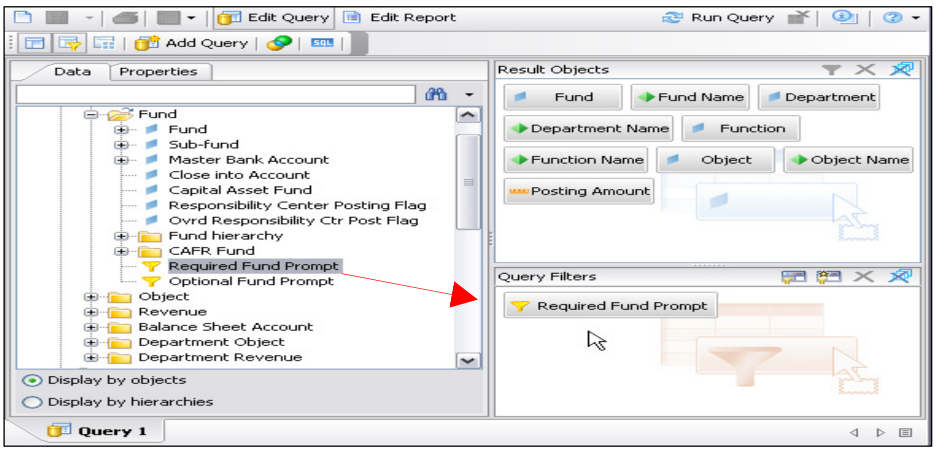



**Note: See *Appendix A—Accounting Journal verses Summary Ledgers* for explanation of when to use *Accounting Journal* or *Basic/Detail Accounting Ledger*.**

# Using Filters

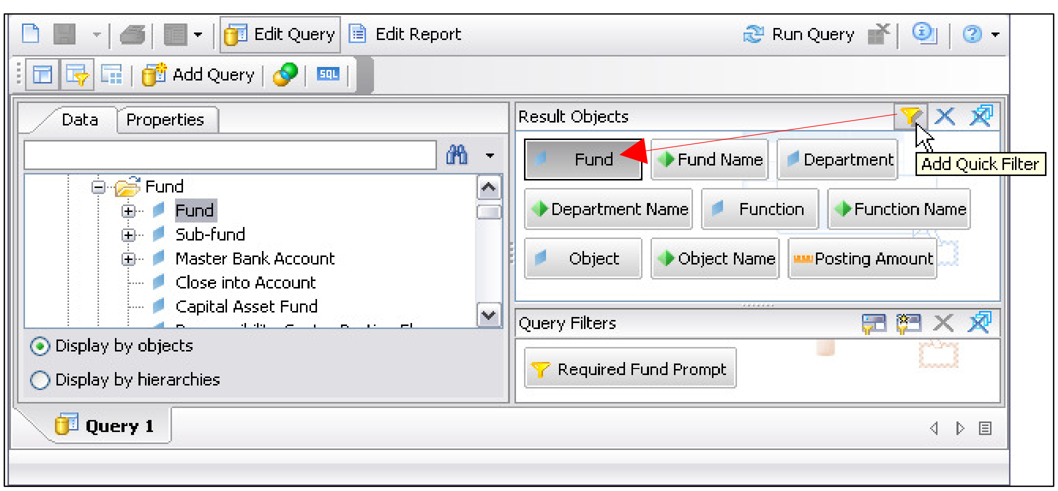
When building a query, you may limit the data that is retrieved by adding a filter at the query level, or you may limit the data being displayed by adding a filter at the report level. Filters added to the query are added in the *Query Filters* panel to further narrow down the data retrieved from the universe. *Query Filters* consist of *Predefined Filters*, *Custom Filters* and *Prompts*.

1. ***Predefined Filters -*** are created by an administrator and saved with the universe. This prevents users from having to create custom filters when creating new reports from the same universe. Simply drag predefined filters to the *Query Filters* panel and when the query is run the filter will be applied.



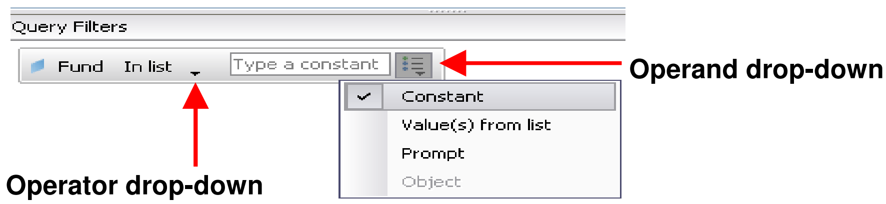
2. ***Custom Filters -*** are created in two ways. A quick way to set a custom filter is to utilize the *Add Quick Filter* button in the *Query* toolbar. Instead of having to drag objects to the *Query Filters Panel*, you may select an object that was already added to the *Result Objects* panel and click the *Quick Filter* button to set your filter. A list of values will appear and after selecting from the list, a filter will automatically be created in the *Query Filters* panel.

*Quick Filters* only allow for an "*Equal To*" operator. If you need to select more than one filter, you will have to add the object to the *Query Filters Panel* and set the conditions needed for the filter, as described on the following page.



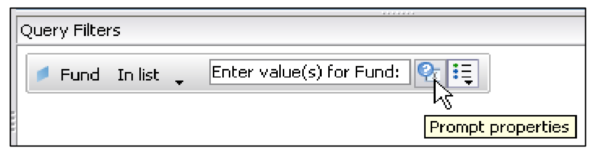
Another way to create a custom filter is by adding an object to the *Query Filters Pane* and then setting the conditions for the filter in the Operator and Operand drop-down options. The drop-down options allows a user to choose an operator type for the filter, as well define if the filter value will be a constant, chosen from a list of values or entered as a prompt value by the user when the report is refreshed.

This Query Filter options pane appears when an object is dragged to the Query Filters panel. You may set the parameters for your filter.



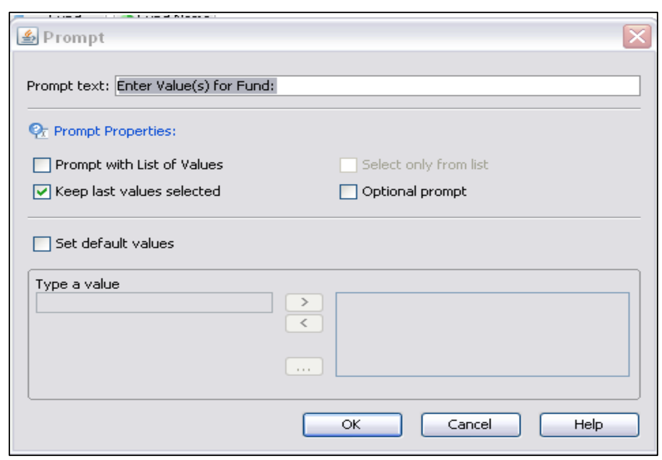

The default option is a constant. You may enter the constant in the box, or change the operand to select values from list.

3. ***Prompt Filters* -** To use the third type of filter, a prompt, select the *Prompt* option from the *Operand* drop-down list. A prompt is a dynamic filter that displays a question every time the report is refreshed. Prompts allow multiple users viewing a single report to specify a different sub-set of the database information and display it in the same report tables and charts.




For example, if you wanted to be able to generate the same report but only for the information pertinent to a specific fund, you could create a prompt that enables you to do so.

A prompt requires an object to be filtered on an operator and a prompt message. After choosing the object and dragging it to the Query Filters Pane then change the Operand to Prompt. After the filter is defined as a Prompt you will be able to access the *Prompt Properties,* which will allow you to edit the *Prompt text* and *Prompt Properties* as desired.




***Prompt Properties*** include:

**Prompt with List of Values** – is enabled by default whenever an object has an associated list of values. Not recommended on objects where large amounts of data exist in the database such as Document ID, Vendor Number, measures, etc.

**Select only from list** – used to help eliminate the entry of wrong date (i.e. format or case of data) and forces the user to select the prompt value from the list. Not recommended on objects where large amounts of data exist in the database such as Document ID, Vendor Number, measures, etc.

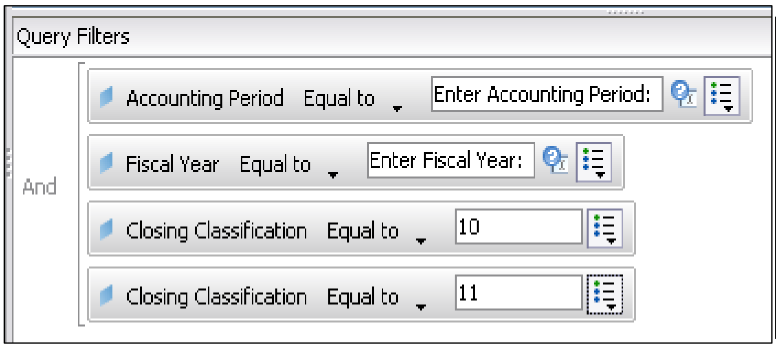
**Keep last value(s) selected** – stores the last prompt values so when the report is refreshed the prior prompt values are displayed. However, the user still has the option to enter a new value if desired.

**Optional prompt** – provides flexibility by not requiring the user to enter a prompt value, while allowing others to enter the necessary value to narrow down the returned data when needed.

**Set default value(s)** – used to set a default value that will be displayed when the report is refreshed and will also allow the user to enter a new value if desired.

## Special Filters Options

1. Let's go ahead and add the following additional conditions shown in the screenshot below to our query before running it again.



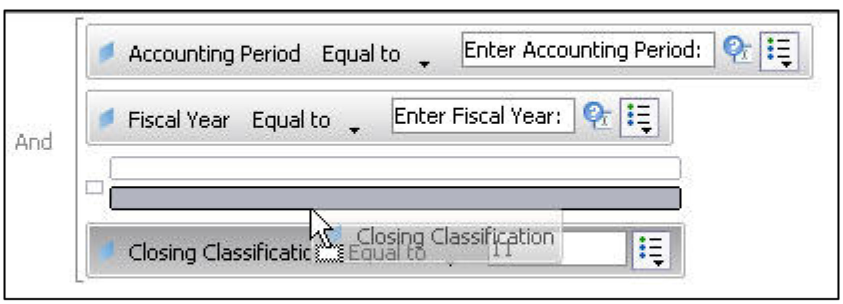

**Note: Closing Classification is found under the Posting Code class (folder.)**

**For a list of *Closing Classifications*, see *Appendix B*.**

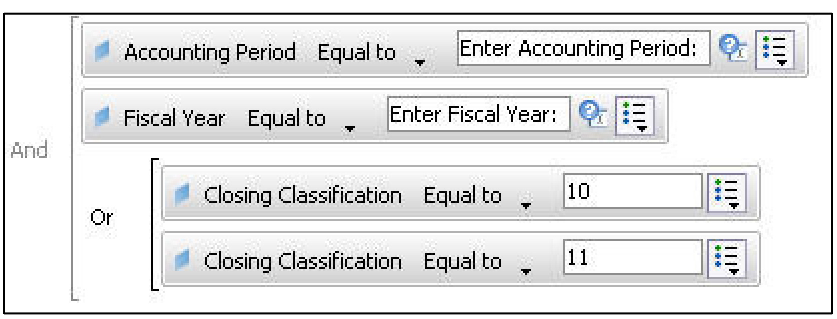
***Closing Classification* is important because it tells your report what posting amounts to pull.**

If we leave our conditions as shown in the screenshot above, our report will not return any data. This is because we are telling the query to return data where the *Closing Classification* on the *Fund* is both *Accrued* **AND** *Cash Expenditure.* Because of the way data is returned, row by row, you will never return a row that is equal to both at the same time. Therefore, we need to make our condition say equal to one ***OR*** the other.

2. To do this, we must first group *the Closing Classification Conditions* together.
   Drag *Closing Classification Equal to: 11* on top of *Closing Classification Equal to: 10* as such:




Notice as you drag *Closing Classification Equal to: 11* on top of *Closing Classification Equal to: 10* a diagram of two boxes appears, as shown in the screenshot above. The shaded box represents the location where the condition you are moving will be placed.



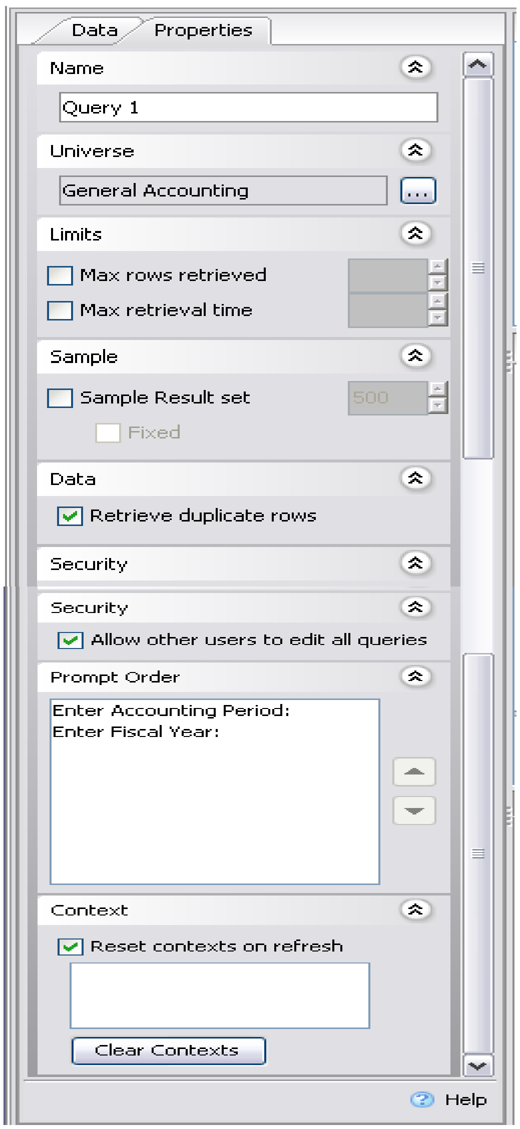

3. Double click on the word **AND** or **OR** to change the value.

Moving the condition in this manner results in grouping the *Closing Classification Conditions* together and the statement now says we will return everything equal to *Closing Classification Equal to: 10* ***OR*** equal to *Closing Classification Equal to: 11.*

> **Note: You may change the *OR* to an *AND* or vice versa by double clicking on the word *OR* or *AND*.**

You will have a chance to practice this in the next Exercise.

Before you run your query, let's take a look at some options available to use when testing our reports. In the *Query Panel*, under the *Properties* tab, you have several options. Here, you may give your query a new name. You may also set the Max number of rows to return when testing. If you have an extremely large report, this will minimize the amount of data returned when the query runs, making the report more manageable to format. This ***will not*** speed up your report performance. As well, you may specify the prompt order or keep other users from editing your queries.

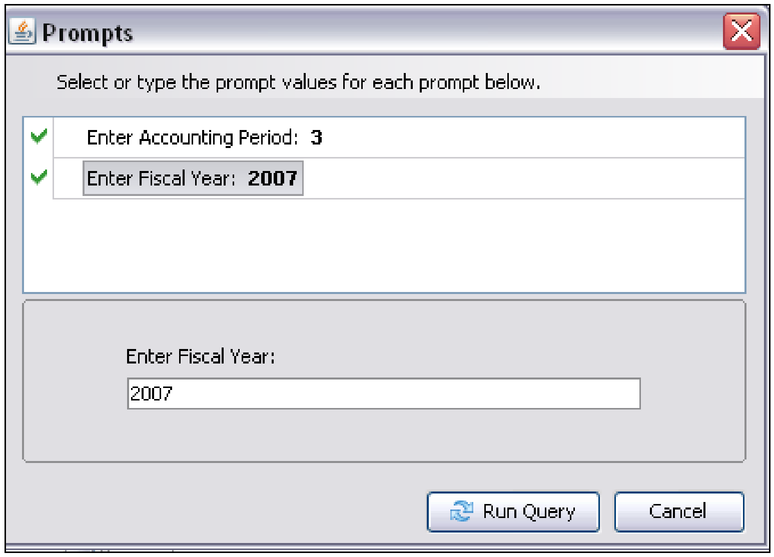



> **<u>DO NOT</u> limit the number of rows returned when running a <u>final report!</u>**
>
> **You may use this functionality in *developing* the query/report, but do not use it in running a production report because this may give you inaccurate results as you are not seeing all of the available data.**

4. Click ***Run Query***.

5. Click "A*ccounting Period Equal to*:" prompt and enter **3**.

6. Click "*Fiscal Year Equal to*:" prompt enter **2007**.




7. Click **Run Query**.

Your results should be similar to those below.  Keep in mind that different users may run the same report and get different results returned.  This is due to the security assigned to each user and some users have access to see information in areas to which others may not have access.  If a user tries to retrieve data that he does not have access to, nothing will be returned in the report.

| Fund | Fund Name | Departi | Department Name | Function | Function Name | Object | Object Name | Posting Amount |
|---|---|---|---|---|---|---|---|---|
| 0100 | General Fund | 785 | Facilities & Suppor | DFCX | FIN FSS Commiss | E111 | Regular Salaries A | 1,983.63 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFCX | FIN FSS Commiss | E121 | Employers Fica | 143.47 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFCX | FIN FSS Commiss | E122 | Emp Ret-Inc Paym | 153.73 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFCX | FIN FSS Commiss | E321 | Office Supplies | 221.95 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFCX | FIN FSS Commiss | E326 | Household And Kit | -184.1 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFCX | FIN FSS Commiss | E399 | Other | -155 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFEX | FIN FSS Engineer | E111 | Regular Salaries A | 241,216.25 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFEX | FIN FSS Engineer | E121 | Employers Fica | 16,798.32 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFEX | FIN FSS Engineer | E122 | Emp Ret-Inc Paym | 18,694.29 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFEX | FIN FSS Engineer | E123 | Employers Health I | 22,707.06 |
| 0100 | General Fund | 785 | Facilities & Suppor | DFEX | FIN FSS Engineer | E124 | Employers Life Ins | 91.14 |

**Note:  Once a query has been run, if the query is edited, infoAdvantage will not add new objects to the report that may have been added to the query.  The user must drag added objects onto the existing report before they will show up on the report.  Hold down the *Ctrl* key to select multiple objects to drag new objects into your report.**

8. Save the report in *My Favorites* as "***Training-Your Name***".

9. Close the *Report Panel* but **do not close or log out of infoAdvantage.**

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# Exercise 2: Creating a Simple Report

## Review

1) What is a *Universe*?

2) Name the three *Universe Object Types*.

    1) (*Blue Diamond*) ______________________

    2) (*Green Pyramid*) ______________________

    3) *(Orange Ruler)* ______________________

3) Classes are ________________________ of objects to make the objects easier to find.

4) ***True or False*** To build a query, simply find the object you want to include on your report and drag it to the *Query Filters Panel.*

5) When should you use the *Summary Ledgers* (*Basic/Detailed Accounting Ledger*) instead of the *Accounting Journal* to pull *Posting Amount*?

6) Why are *Prompt Filters* important?

## Hands-On Instructions

### Task Overview

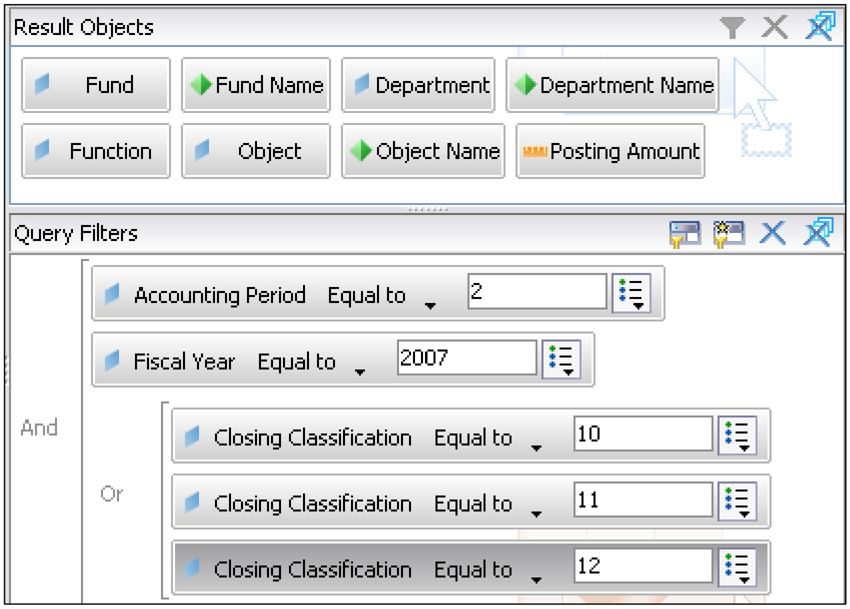
Use the **General Accounting** universe to create a report containing *Expenditures* and *Encumbrances.*

1) Click **New > Web Intelligence Document** on the *InfoAdvantage Home Panel Toolbar* .
2) Click **General Accounting** from the list of universes. The *Query Panel* opens in the *Workspace Panel*.
3) Drag the following **Objects** to the *Result Objects* panel: *Fund, Fund Name, Department, Department Name, Function*, *Object, and Object Name*.
4) Drag *Posting Amount* (*Detailed Accounting Ledger*) measure object to the ***Result Objects*** panel.
5) *Drag Accounting Period* into the ***Query Filters*** panel and set it equal to **2**.
6) Drag *Fiscal Year* from the *Accounting Period Class* into the ***Query Filters*** panel and set it equal to **2007.**
7) Drag *Closing Classification* into the ***Query Filters*** panel and set it equal to **10.**

8) Add a second and a third *Closing Classification* to the ***Query Filters*** panel and set them equal to **11** and **12**.

*Be sure your condition for the Closing Classifications is* ***OR****.*

9) Use the below screenshot as a guide to verify that your query is correct.




10) Click the ***Run Query*** button. The query will run and return a report.

Below is an example of the report returned after the "*Run Query*" button has been clicked:

| Fund | Fund Name | Department | Department Name | Function | Function Name | Object | Object Name | Posting Amount |
|---|---|---|---|---|---|---|---|---|
| 0100 | General Fund | 785 | Facilities & Support | DFCX | FIN FSS Commissioners Ofc | E326 | Household And Kitc | 184.1 |
| 0100 | General Fund | 785 | Facilities & Support | DFCX | FIN FSS Commissioners Ofc | E399 | Other | 155 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E111 | Regular Salaries Ar | 260,721.55 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E112 | Seasonal Salaries . | 955.07 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E121 | Employers Fica | 18,269.24 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E122 | Emp Ret-Inc Paymt | 19,388.67 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E123 | Employers Health Ii | 21,976.03 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E124 | Employers Life Insu | 89.28 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E224 | Copy Machine Rent | 557.86 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E226 | Carpool Rental-St A | 629.21 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E243 | Oth Parcel Dlvry Srv | 238.86 |
| 0100 | General Fund | 785 | Facilities & Support | DFEX | FIN FSS Engineer & Contract. | E252 | Printing Paid To Vei | 290 |

11) Save the report in your *Personal Documents* as "**Exercise 2 – Your Name**"

# Chapter 8:  Formatting Report Layout

After the data in a report is properly retrieved, you may want to change the presentation of the report or reorganize the data to better illustrate your findings. You may edit the report manually in the report panel itself, or use the toolbars and *Templates* and *Propertie*s tabs in report view.

One type of report formatting is altering the template of the report. When a report is generated, it is displayed in a vertical table by default.  You may want to resize the columns or change their order. The columns and rows in the table may be resized by using the mouse to drag them bigger or smaller.

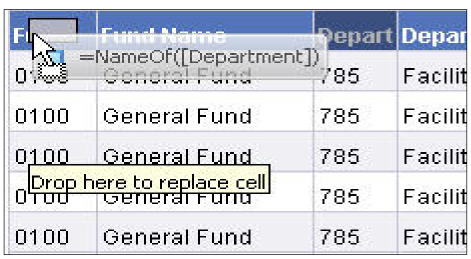
*Resizing a column*

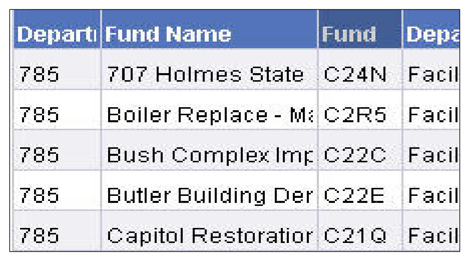
| Object | Object Name |
|---|---|
| E326 | Household And Kitcher |
| E399 | Other |
| E111 | Regular Salaries And V |
| E112 | Seasonal Salaries And |
| E121 | Employers Fica |

| Object | Object Name |
|---|---|
| E326 | Household And Kitchen Supplies |
| E399 | Other |
| E111 | Regular Salaries And Wages |
| E112 | Seasonal Salaries And Wages |
| E121 | Employers Fica |

You may also switch columns around by using the mouse to grab the title of the column you want to move and swapping it with the new column.  As well, columns may be added or deleted from the report.

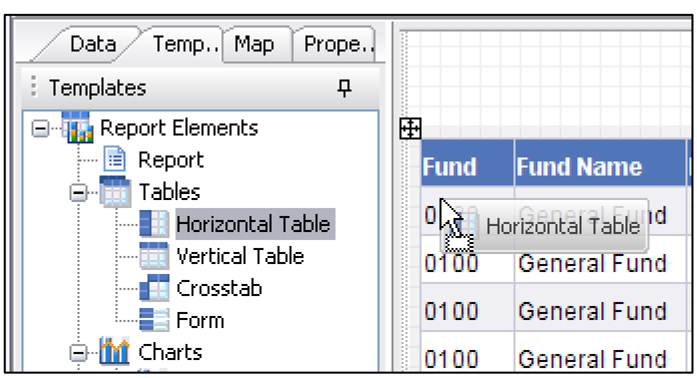
*Switching the order of columns*



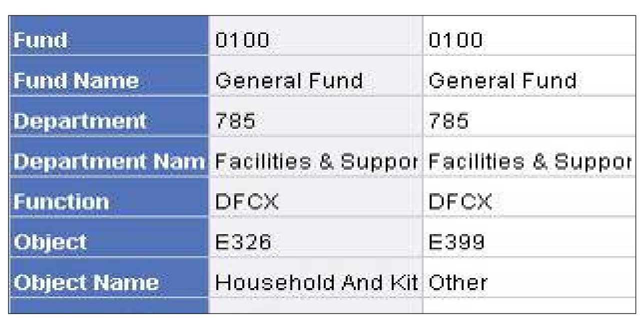



| Departi | Fund Name | Fund | Depa |
|---|---|---|---|
| 785 | 707 Holmes State | C24N | Facil |
| 785 | Boiler Replace - M: | C2R5 | Facil |
| 785 | Bush Complex Imp | C22C | Facil |
| 785 | Butler Building Der | C22E | Facil |
| 785 | Capitol Restoratior | C21Q | Facil |

The template may also be changed to a completely different kind of table or chart. The *Templates* tab on the *Report Manager* shows the different types of formats that may be applied to your report. After deciding which template you want to use, simply select the template from the tab and drag and drop it onto your existing report. This will change the template of the existing report to the new one you have selected.



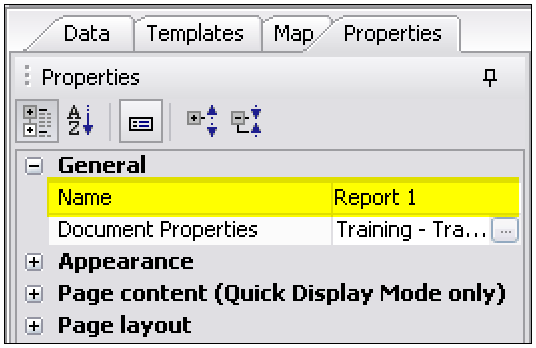

*Changing a table from vertical to horizontal*



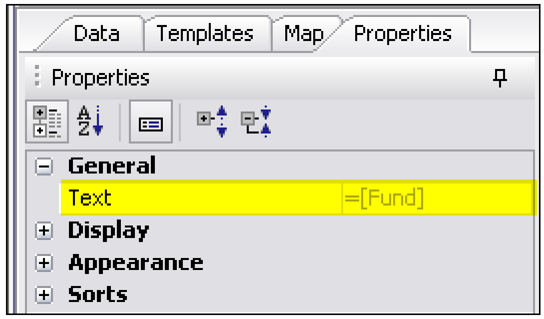
| | | |
|---|---|---|
| Fund | 0100 | 0100 |
| Fund Name | General Fund | General Fund |
| Department | 785 | 785 |
| Department Nam | Facilities & Suppor | Facilities & Suppor |
| Function | DFCX | DFCX |
| Object | E326 | E399 |
| Object Name | Household And Kit | Other |

Another option for formatting a report is to use the *Properties* tab. The options on the *Properties* tab change depending on if you click on the report background (which allows you to format the report itself) or click on the table, or cell(s) (which allows you to format the data.)

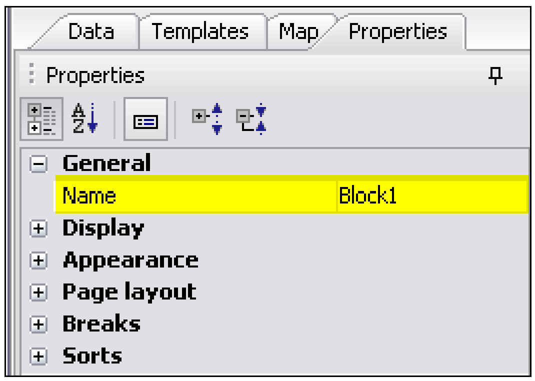
*Various formatting options.*




Report Properties



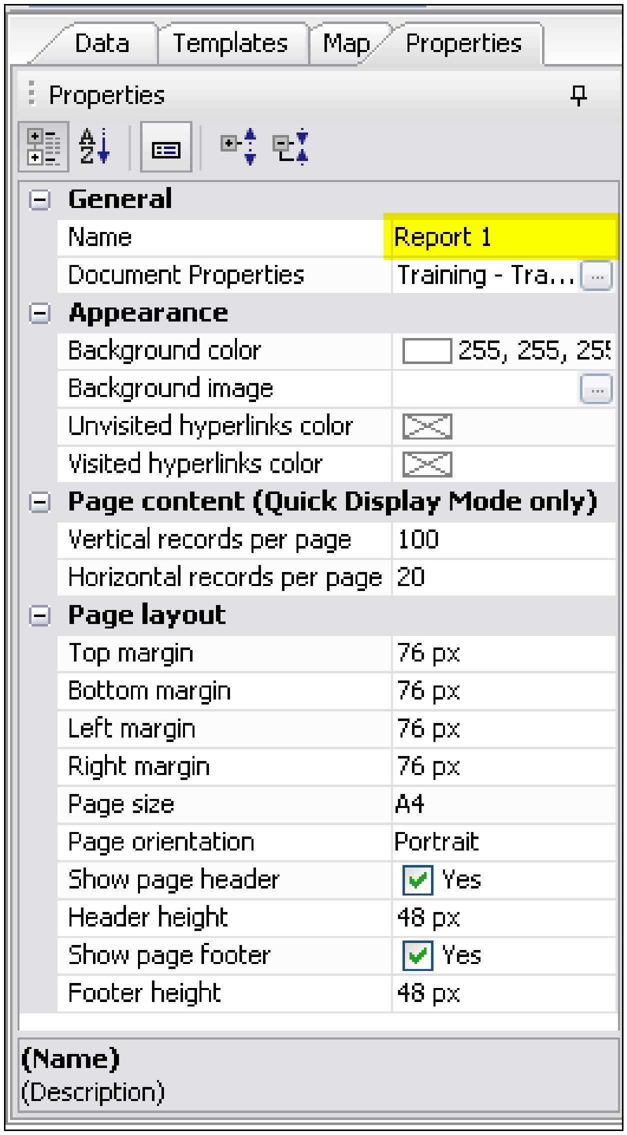

Text (Cell) Properties




Block (Table) Properties

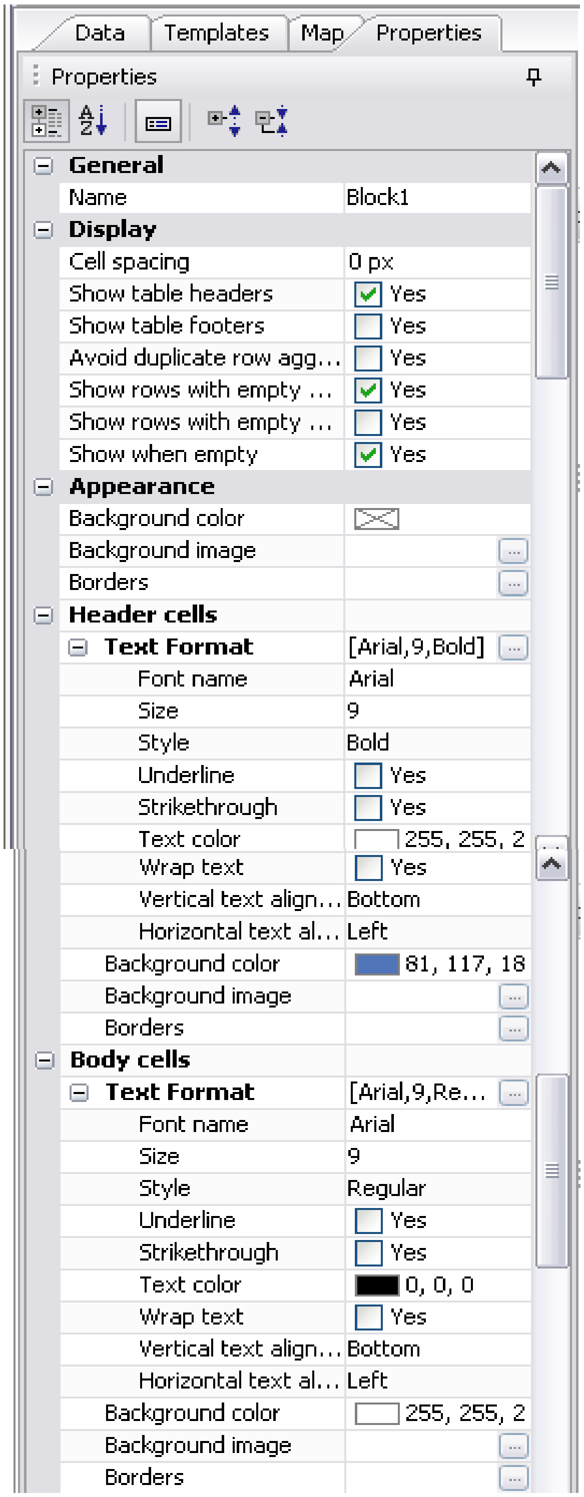
Options for editing the report itself are actions that do not affect the table or its values and include such things as adding a report title, changing the appearance to apply a background color or image, changing the page orientation and modifying the margins of the page layout.

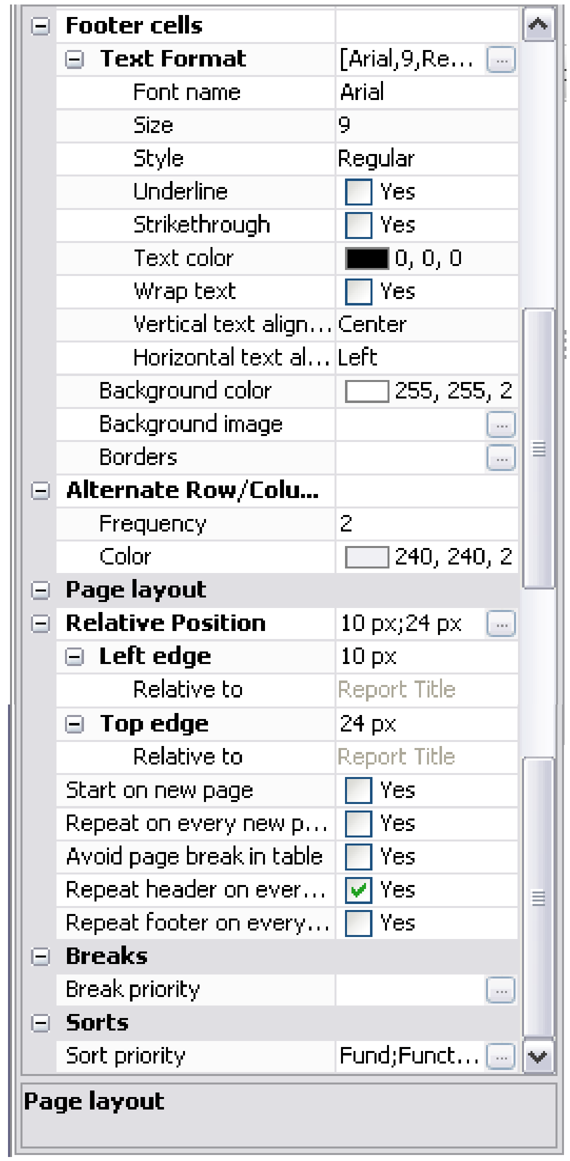
*Report formatting options.*



Options for formatting the table in the report affect how the report is displayed. These formatting options include such things as changing the table appearance by adding a background color or image, hiding or showing table headers and footers, manipulating the page layout and the table positioning. Breaks and Sorts may also be modified within the table Properties.

*Block (Table) formatting options.*

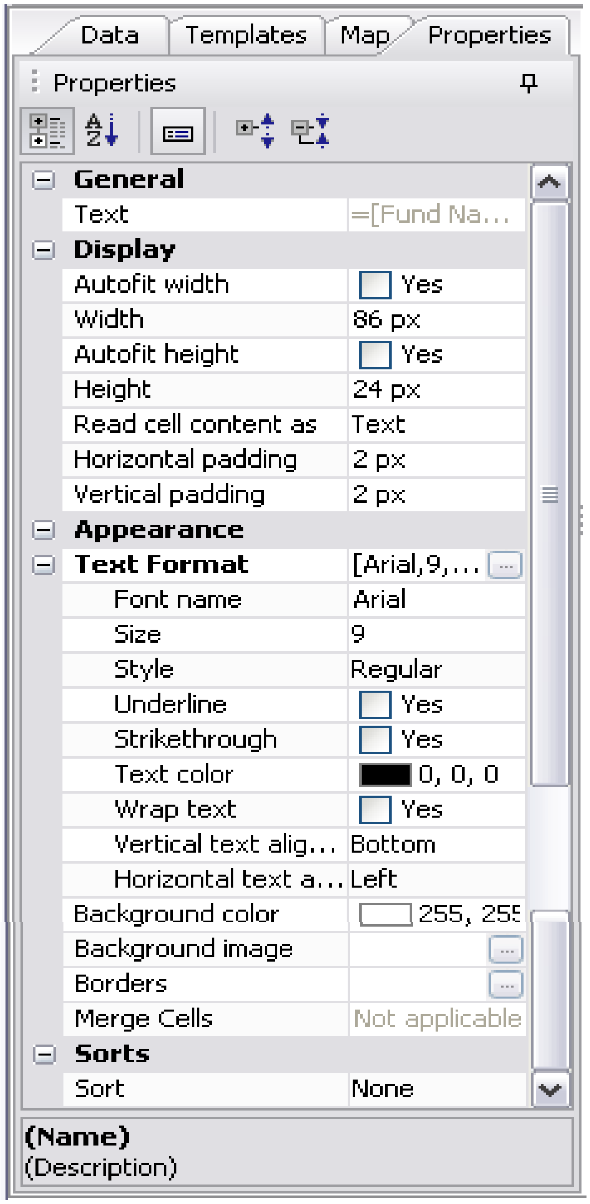



**Note: The *Appearance* formatting options for *Header Cells, Body Cells* and *Footer Cells* allows you to make changes to *Text*, *Background*, or *Border* on the specified area within your report.**

Options for formatting the cells in the report affect how values are displayed in the cells. These formatting options include such things as resizing the table cells, changing the appearance of the values or organizing the data in a certain way.

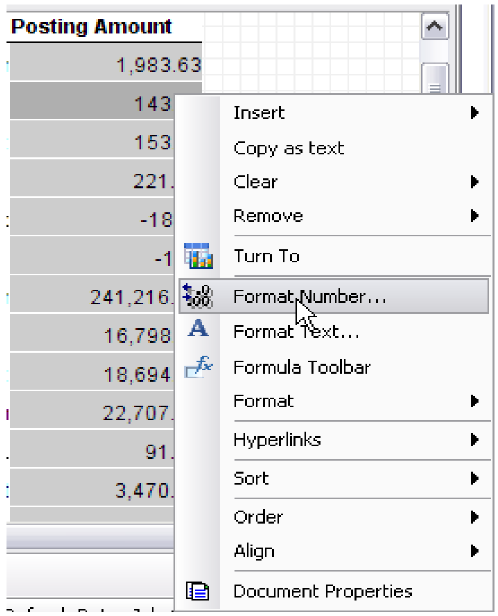
*Cell formatting options*



One of the more important capabilities you have involves formatting the values in the cells as different kinds of numeric values.

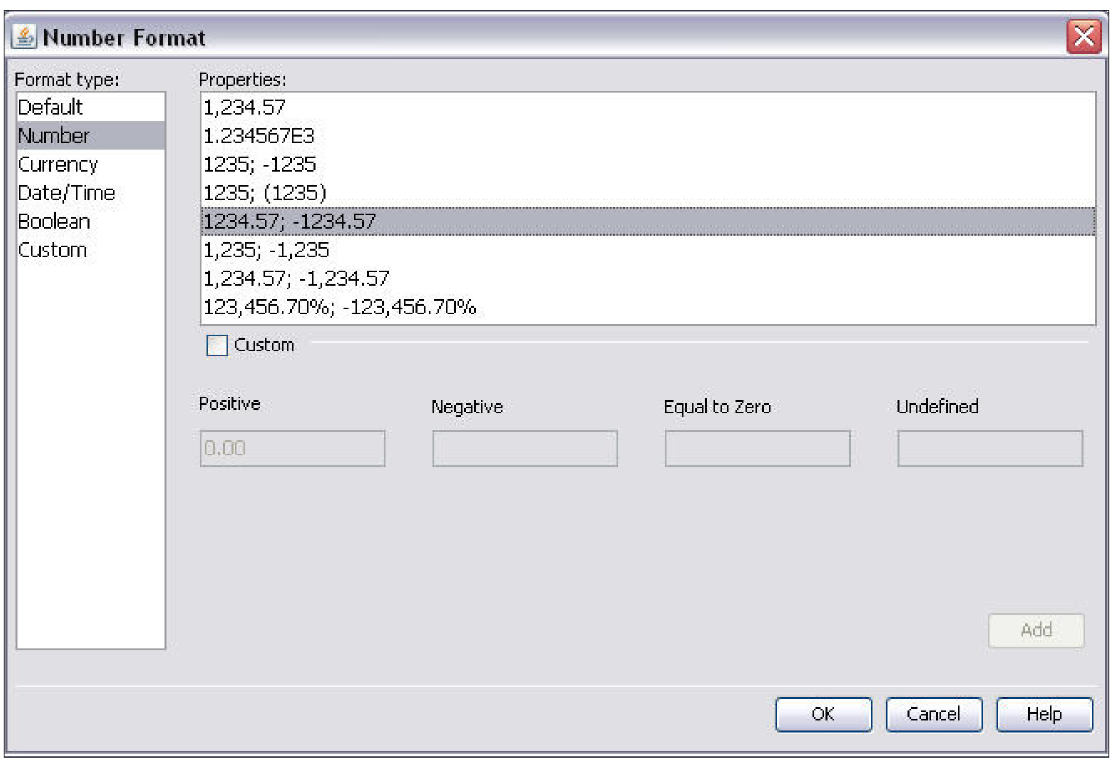
To format a value in a report, select the desired cell, right click and select *Format Number*.  From here, a *Number Format* box will open, allowing you to format the value in several ways.

*Use Format Number to format the values in your table*




Select the format of the number you want and click *OK* to apply it to your cells.

*Format Number box*

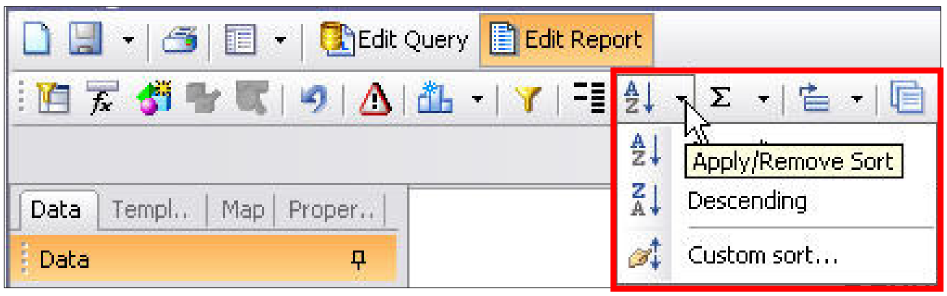


# Sorting

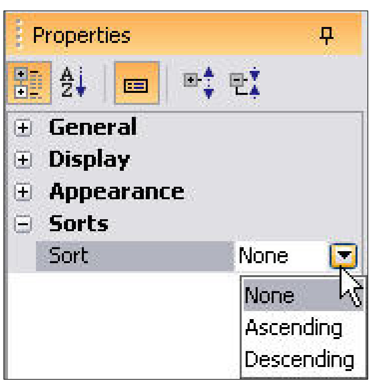
Data may be sorted in ascending or descending order using either the toolbar or the *Properties* tab. Select the cells you want to sort and use the *Sort* function to sort them.

Cells in the report are by default sorted left to right.  If you click on a cell in the middle of the report and apply a sort on that cell, the default sorting is no longer used.  Use caution when applying sorts to your report and be sure to make note of how you apply your sorts.  Applying custom sorts may later cause issues with the layout of your report if not used properly.

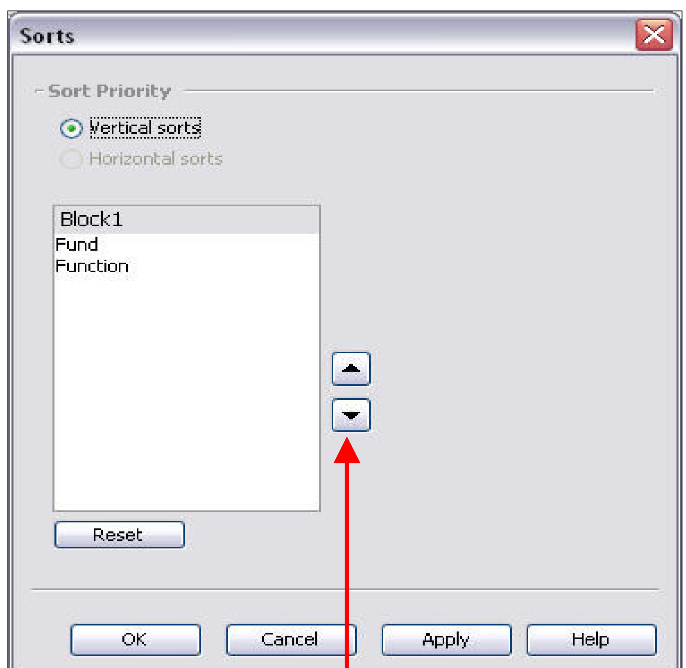
*The Sort function on the toolbar*




*Sort function in the **Cell** Properties*




*Sort function in the **Block (Table)** Properties*




**Note:  When a *Sort* has been applied to more than *Text (Cell)* you may use the *Block (Table)* Properties Sort function to manipulate the order of the sorts.**

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# Exercise 3: Formatting a Report

## Hands-On Instructions

**1)** Open *Exercise 2* report.

***2)*** Give your report a title.

***eMARS 1102 Introduction to infoAdvantage Exercise 3: Formatting a Report***

**3)** Remove any borders around the report title.

**4)** Remove any borders around the body cells (cells containing data).

**5)** Make the following changes to each cell title (Header cells):

a. Change the font to black.

b. Change the background color to white.

c. Remove all borders except for a line under the titles. Make the underline color black.

**6)** Remove the *Department* and *Department Name* column.

**7)** Resize the *Fund, Function* and *Object* column so they take up less space.

**8)** Resize the *Object Name* column so you can see all or most all of the data.

The example below demonstrates the changes made in this exercise:

**eMARS 1102 Introduction to infoAdvantage Exercise 3: Formatting a Report**

| Fund | Fund Name | Function | Object | Object Name | Posting Amount |
|---|---|---|---|---|---|
| 0100 | General Fund | DFCX | E326 | Household And Kitchen Supplies | 184.1 |
| 0100 | General Fund | DFCX | E399 | Other | 155 |
| 0100 | General Fund | DFEX | E111 | Regular Salaries And Wages | 260,721.55 |
| 0100 | General Fund | DFEX | E112 | Seasonal Salaries And Wages | 955.07 |
| 0100 | General Fund | DFEX | E121 | Employers Fica | 18,269.24 |
| 0100 | General Fund | DFEX | E122 | Emp Ret-Inc Paymt F/Sick Leave | 19,388.67 |
| 0100 | General Fund | DFEX | E123 | Employers Health Insurance | 21,976.03 |
| 0100 | General Fund | DFEX | E124 | Employers Life Insurance | 89.28 |

**9)** Save the report as "**Exercise 3 – Your Name**"

**10)** Continue experimenting with formatting your report while waiting for the instructor to continue.

a. Practice numeric formatting on the *Posting Amount* column.

b. Change the background colors on cells.

c. Change the background color of the report.

d. Change font styles and colors.

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# Chapter 9:  Simple Calculations & Alerters

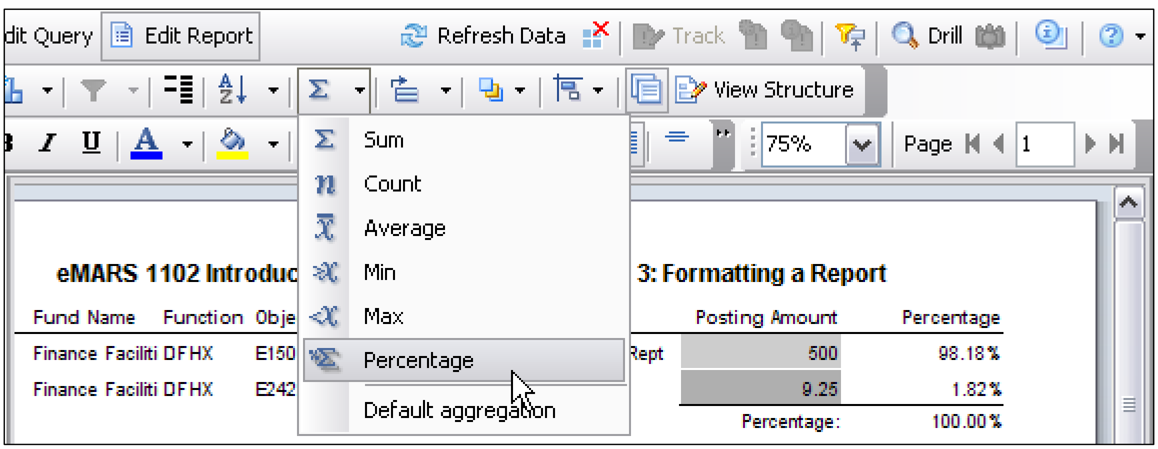
## Simple Calculations

In addition to subtotaling groups of data, you may also use other simple calculations.

To use simple calculations such as averages, counts, min, max and percentages, you may use the calculation drop down list on the toolbar.  Select the data that you want to use in the computation and then select the appropriate operand from drop down menu. Summing the data in a column is performed the same way as the subtotaling. Your data will be totaled and displayed at the bottom of the column. Another important function is the percentage function. It displays the selected data as a percentage of the total.  The results of the percentage are displayed in an additional column or row of the table.

In the example below, you would first click in the *Posting Amount* column and apply a *Sum*.  Next, you would click in the *Posting Amount* column and apply a *Percentage*.  A new column is automatically added that shows the percentage.

*Posting Amount totaled and then the percentage function is applied, showing percentages in another column.*



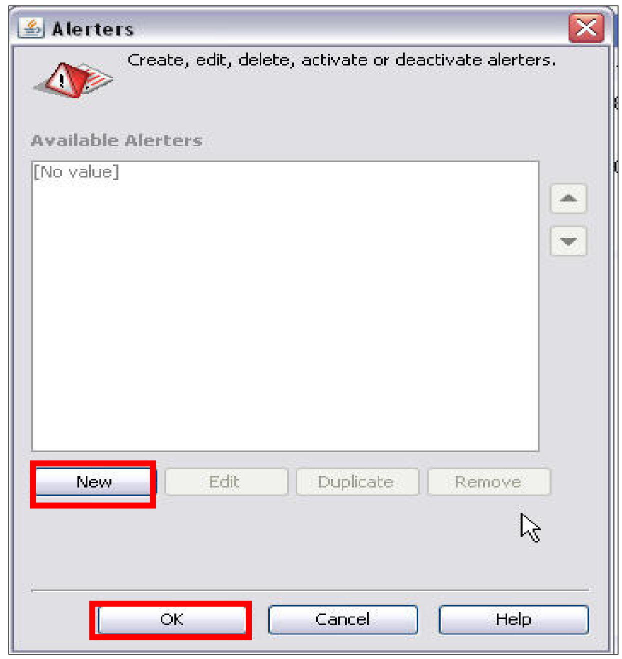
## Adding Alerters

Alerters enable you to highlight results that meet or fail specific business targets. When a query is run, if any of the returned results fall within the conditions set for the alerter, they will be emphasized in the report. To create an alerter, access the *Alerter Editor* by clicking the shortcut key in the toolbar.

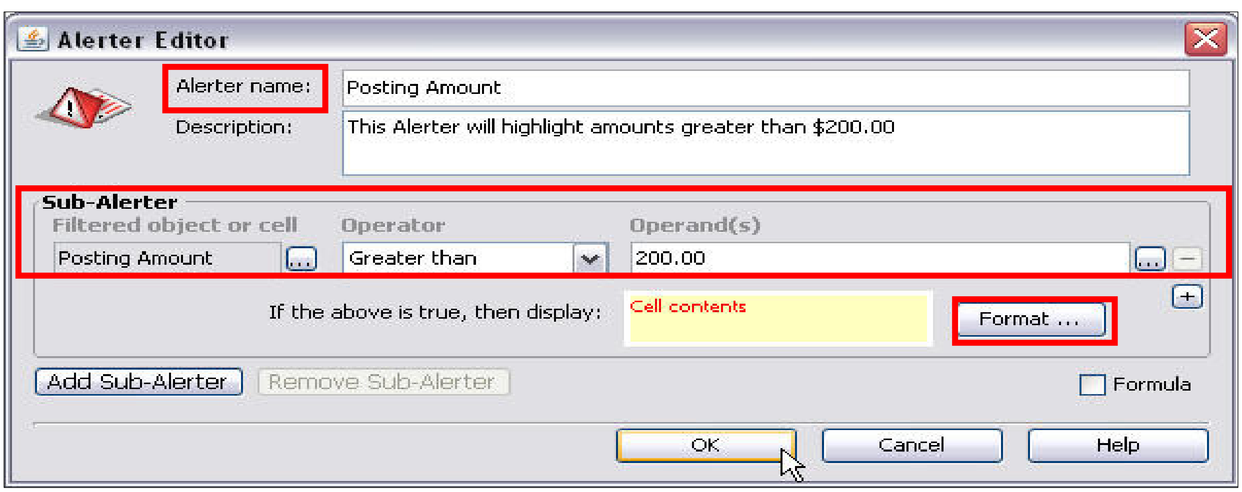

***1)*** To create an Alerter click the ***New*** button.

The criteria for a properly functioning *Alerter* includes specifying:

- a name for the alerter,
- an object that is the subject of the alert,
- an operator,
- an operand, and
- how the values are formatted to alert a user when the condition is met.




This example will highlight any posting amounts that are greater than $200.00 in the table.




| Fund | Function | Object | Object Name | Posting Amount | Percentage |
|---|---|---|---|---|---|
| 132H | DFHX | E150 | Other Professional Servic | 500.00 | 98.18% |
| | DFHX | E242 | Freight | 9.25 | 1.82% |
| | | | Sum: | 509.25 | |
| | | | | Percentage: | 100.00% |

# Exercise 4:  Apply Simple Calculations and Alerters

## Hands-On Instructions

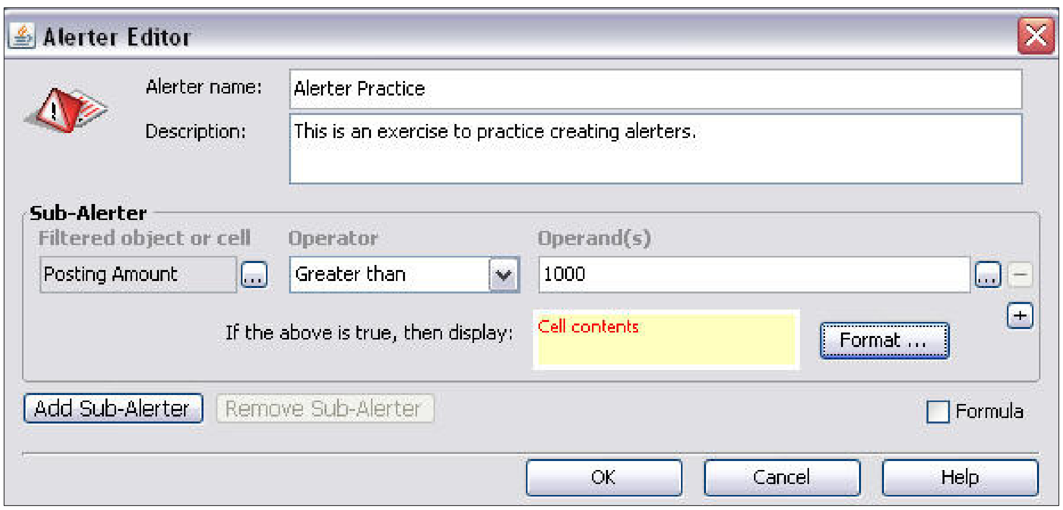
**1)** Open *Exercise 3* report.

**2)** Practice using *Simple Calculations*

- **a.** Add a total to the *Posting Amount* column using the *Sum* calculation.
- **b.** Show the *Percentage* used.

**3)** Create an *Alerter* on the *Posting Amount* field to:

- **a.** Alert of any amount greater than $1,000.00 (if your report does not have values that large, feel free to change this amount to a lesser value)
- **b.** Change the font to the color of your choice if the above condition is met
- **c.** Change the background to the color of your choice if the above condition is met




The example below demonstrates the changes made in this exercise:

| Fund | Fund Name | Function | Object | Object Name | Posting Amount | Percentage |
|---|---|---|---|---|---|---|
| 0100 | General Fund | DFCX | E326 | Household And Kitchen Supplies | 184.1 | 0.00% |
| 0100 | General Fund | DFCX | E399 | Other | 155 | 0.00% |
| 0100 | General Fund | DFEX | E111 | Regular Salaries And Wages | 260,721.55 | 4.15% |
| 0100 | General Fund | DFEX | E112 | Seasonal Salaries And Wages | 955.07 | 0.02% |
| 0100 | General Fund | DFEX | E121 | Employers Fica | 18,269.24 | 0.29% |
| 0100 | General Fund | DFEX | E122 | Emp Ret-Inc Paymt F/Sick Leave | 19,388.67 | 0.31% |
| 0100 | General Fund | DFEX | E123 | Employers Health Insurance | 21,976.03 | 0.35% |
| 0100 | General Fund | DFEX | E124 | Employers Life Insurance | 89.28 | 0.00% |

**4)** Press to navigate to the last page of your report to see the report totals.

**5)** Save the report as "**Exercise 4 – Your Name**"

**6)** Continue experimenting with adding *Simple Calculations* and *Alerters* while waiting for the instructor to continue.

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# Chapter 10: Session Summary

*InfoAdvantage* provides users with a way to gather select information from the eMARS database and put it into report form. The ability to create and modify custom reports is especially useful for those with advanced querying, reporting and analysis needs. You may create a custom report with any data that is available and format it in several ways to fit your requirements. Furthermore, the application is user friendly and easy to understand, making the creation of custom reports quick and manageable.

Choose from several universes to build a query specific to your needs. The objects in the universe represent the data you want to retrieve. Adding filters to your query may help pinpoint data and return more specific results. After the report has been run, format the report itself and the data to better understand the results.

Before *infoAdvantage*, only report developers were able to create reports for the Commonwealth's Agencies. Now, to the benefit of the Agencies, virtually anyone with appropriate access has the ability to build and run ad hoc reports. Expanding this capability to beyond the 100+ report developers is a great advantage to the Commonwealth and should enable the Agencies to become more efficient with their reporting.

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# Log Out of infoAdvantage and eMARS

You will conclude this class by logging out of the application.

1. Close any report that may be open.
2. Close the infoAdvantage *Workspace Panel* by clicking on the ***Log Out*** link located on the *Home Panel* toolbar.


3. Complete the ***Class Evaluation***—instructions will be provided by the instructor.

4. **DO NOT SHUT DOWN YOUR COMPUTER.**

5. Please select ***Log Out***.

**NOTE: Please remember to click the Log Out link icon to close your infoAdvantage session. Just closing the page with the Red X will <u>not</u> immediately end your session.**

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# Appendices

**Appendix A** — Accounting Journal vs. Summary Ledgers

**Appendix B** — Closing Classifications

**Appendix C** — Budget Structure ID / Budget Level ID

**Appendix D** — Posting Codes

**Appendix E** — Event Types

**Appendix F** — Universe Tips

**Appendix G** — Fixed Assets Universe

**Appendix H** — Cost Accounting Posting Code Information

**Appendix I** — Retrieve/Publish/Send/Save Reports

**Appendix J** — Primary Verses Kernel Universes

**Appendix K** — Additional Resources

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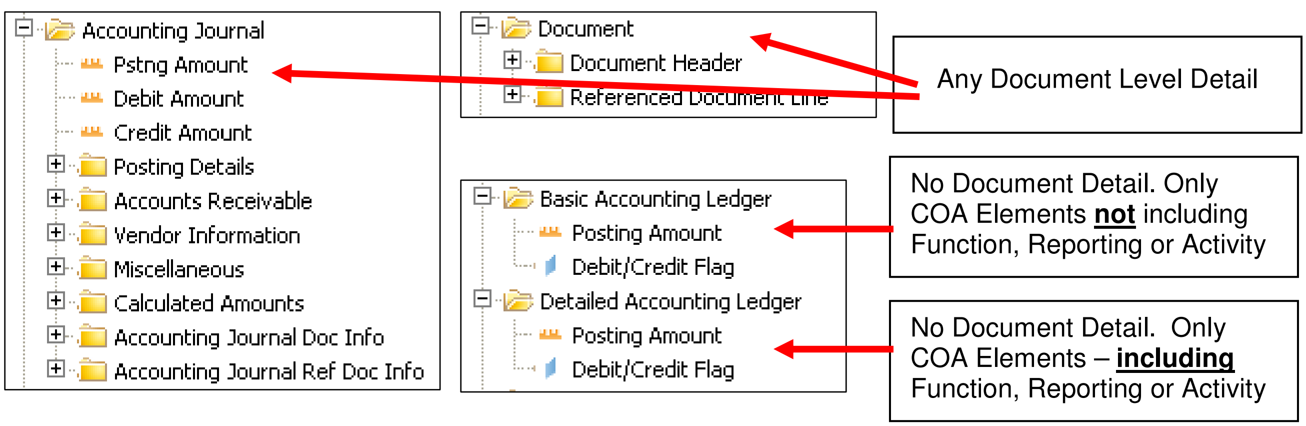
# Appendix A
# Accounting Journal vs. Summary Ledgers


***Knowing where to pull data from is vital to report performance.***




Pulling *Dimension, Detail* or *Measure Objects* from the wrong classes can cause reports to run longer than they have to.  It is important to understand the major *Classes* (*Folders*) within the *General Accounting Universe* in order to properly build your reports.

*Classes* within a *Universe* contain objects that represent data in a table *behind the scenes.*  Two of the largest tables in the *General Accounting Universe* that require our attention are the ***FACT_DOC_HDR*** table, which the *Document Class* references, and the ***FACT_JRNL_ACTG*** table, which the *Accounting Journal Class* references.  Keep in mind that there are many tables referenced *behind the scenes* in a *Universe*, but the two tables previously mentioned are by far the largest because they contain document level detail.

The summary ledgers:  ***SMRY_LDGRA*** and ***SMRY_LDGRB***; are referenced by the *Basic Accounting Ledger* and the *Detailed Accounting Ledger*.  The summary ledger utilized in the SQL of the query depends entirely on *Dimension Objects* used in your query.  A list of acceptable objects to use when reporting from the summary ledgers may be found at the end of this document.

Rule of thumb for deciding where to pull *Dimension, Detail* or *Measure Objects* is as such:

1. If you need document level detail, *always* start with the *Accounting Journal Class*.
   a. Pull all *Objects* from the class including *Posting Details,* such as *Document Record Date,* and referenced documents, found in *Accounting Journal Ref Doc Info*.
   b. If you use *Accounting Journal Class,* only pull objects from the *Document Class* when absolutely necessary for your reporting needs.
   c. *Do not* pull *Posting Amount* from either *Basic* or *Detailed Accounting Ledger,* instead pull *Pstng Amount* from the *Accounting Journal Class*.
2. If you must use the *Document Class*, do not use the *Accounting Journal Class* unless it is absolutely necessary (i.e. you need elements that are not in the *Document Class*)
3. If you *do not need* document level detail or any of the *Dimension, Detail* or *Measure Objects* found in the *Accounting Journal Class* or *Document Class*, pull *Posting Amount* from one of the *Accounting Ledger Classes*; because, summary ledgers only contain rollup information.

**Summary Ledgers**

*Business Objects/infoAdvantage* will decide the appropriate summary ledger to pull data from (*SMRY_LDGRA* or *SMRY_LDGRB*) depending on the *Objects* you use in your query. If you need a report that shows document level detail, you have to use either the *Accounting Journal Class* or the *Document Class.* However, if you do not need document level detail, you may use either the *Basic* or *Detailed Accounting Ledger* to pull *Posting Amount*.

If you decide you do not need document level detail and use *Posting Amount* from either the *Basic* or *Detailed Accounting Ledger Class,* you need to make sure you only use *Dimension Objects* and their corresponding *Detail Objects* in your query that are listed in this document.

## ***Basic Accounting Ledger or Detailed Accounting Ledger***

Budget Fiscal Year > ***BFY***

Fiscal Year > ***Fiscal Year***

Accounting Period > ***Accounting Period***
Accounting Period > ***Fiscal Year***
Accounting Period > ***Fiscal Quarter***

COA-Fund Accounting > Fund > ***Fund***
COA-Fund Accounting > Fund > ***Sub-Fund***
COA-Fund Accounting > Fund > ***Close into Account***
COA-Fund Accounting > Fund > ***Capital Asset Fund***
COA-Fund Accounting > Fund > ***Responsibility Center Posting Flag***
COA-Fund Accounting > Fund > ***Ovrd Responsibility Ctr Post Flag***
COA-Fund Accounting > Fund > ***Master Bank Account***
COA-Fund Accounting > Fund Hierarchy > ***Fund Class***
COA-Fund Accounting > Fund Hierarchy > ***Fund Category***
COA-Fund Accounting > Fund Hierarchy > ***Fund Type***
COA-Fund Accounting > Fund Hierarchy > ***Fund Group***
COA-Fund Accounting > CAFR Fund > ***CAFR Fund Type***
COA-Fund Accounting > CAFR Fund > ***CAFR Fund Group***
COA-Fund Accounting > CAFR Fund > ***Major Fund***
COA-Fund Accounting > CAFR Fund > ***Component Unit***

COA-Fund Accounting > Object > ***Object***
COA-Fund Accounting > Object > ***Sub-Object***
COA-Fund Accounting > Object > Object Hierarchy > ***Object Class***
COA-Fund Accounting > Object > Object Hierarchy > ***Object Category***
COA-Fund Accounting > Object > Object Hierarchy > ***Object Type***
COA-Fund Accounting > Object > Object Hierarchy > ***Object Group***
COA-Fund Accounting > Object > CAFR Expense Type > ***Major CAFR Expense Type***
COA-Fund Accounting > Object > CAFR Expense Type > ***Minor CAFR Expense Type***
COA-Fund Accounting > Object > Object Indicators > ***Reimbursable Flag***
COA-Fund Accounting > Object > Object Indicators > ***Reimbursable Eligible Flag***
COA-Fund Accounting > Object > Object Indicators > ***FASB Class***
COA-Fund Accounting > Object > Object Indicators > ***Operational Flag***
COA-Fund Accounting > Object > Object Indicators > ***Payroll Flag***
COA-Fund Accounting > Object > Object Indicators > ***Intercept Flag***
COA-Fund Accounting > Object > Object Indicators > ***1099 Income Code***
COA-Fund Accounting > Object > Object Indicators > ***Sub-object 1099 Income Code***

COA-Fund Accounting > Revenue > ***Revenue Source***
COA-Fund Accounting > Revenue > ***Sub-Revenue Source***
COA-Fund Accounting > Revenue > ***Revenue Source FASB Code***
COA-Fund Accounting > Revenue Source Hierarchy > ***Revenue Source Class***
COA-Fund Accounting > Revenue Source Hierarchy > ***Revenue Source Category***
COA-Fund Accounting > Revenue Source Hierarchy > ***Revenue Source Type***
COA-Fund Accounting > Revenue Source Hierarchy > ***Revenue Source Group***
COA-Fund Accounting > CAFR Revenue > ***Major CAFR Revenue Type***
COA-Fund Accounting > CAFR Revenue > ***Minor CAFR Revenue Type***
COA-Fund Accounting > Balance Sheet Account > ***BSA***
COA-Fund Accounting > Balance Sheet Account > ***Sub-BSA***
COA-Fund Accounting > Balance Sheet Account > ***BSA Account Type***
COA-Fund Accounting > Balance Sheet Account > ***Offset BSA***
COA-Fund Accounting > Balance Sheet Account > ***Sub-Offset BSA***
COA-Fund Accounting > Balance Sheet Account > BSA Hierarchy > ***BSA Class***
COA-Fund Accounting > Balance Sheet Account > BSA Hierarchy > ***BSA Category***
COA-Fund Accounting > Balance Sheet Account > BSA Hierarchy > ***BSA Type***
COA-Fund Accounting > Balance Sheet Account > BSA Hierarchy > ***BSA Group***
COA-Fund Accounting > Balance Sheet Account > CAFR BSA > ***Major CAFR BSA Group***
COA-Fund Accounting > Balance Sheet Account > CAFR BSA > ***Minor CAFR BSA Group***
COA-Fund Accounting > Balance Sheet Account > BSA Indicators > ***1099 Type of Income***
COA-Fund Accounting > Balance Sheet Account > BSA Indicators > ***BSA FASB Class***
COA-Fund Accounting > Balance Sheet Account > BSA Indicators > ***BSA Memo Account***
COA-Fund Accounting > Balance Sheet Account > BSA Indicators > ***BSA Cash Account***
COA-Fund Accounting > Balance Sheet Account > BSA Indicators > ***BSA Payroll Account***

COA-Fund Accounting > Department Object > ***Department Object***
COA-Fund Accounting > Department Object Hierarchy > ***Dept Object Class***
COA-Fund Accounting > Department Object Hierarchy > ***Dept Object Category***
COA-Fund Accounting > Department Object Hierarchy > ***Dept Object Type***
COA-Fund Accounting > Department Object Hierarchy > ***Dept Object Group***

COA-Fund Accounting > Department Revenue > ***Dept Revenue Source***

COA-Fund Accounting > Department Revenue Source Hierarchy > ***Dept Revenue Source Class***
COA-Fund Accounting > Department Revenue Source Hierarchy > ***Dept Revenue Source Category***
COA-Fund Accounting > Department Revenue Source Hierarchy > ***Dept Revenue Source Type***
COA-Fund Accounting > Department Revenue Source Hierarchy > ***Dept Revenue Source Group***

COA-Organization > Organization-Centralized View > ***Government Branch***
COA-Organization > Organization-Centralized View > ***Cabinet***
COA-Organization > Organization-Centralized View > ***Department***

COA-Organization > Organization-Decentralized View > ***Division***
COA-Organization > Organization-Decentralized View > ***Group***
COA-Organization > Organization-Decentralized View > ***Section***
COA-Organization > Organization-Decentralized View > ***District***
COA-Organization > Organization-Decentralized View > ***Bureau***
COA-Organization > Organization-Decentralized View > ***Unit***
COA-Organization > Organization-Decentralized View > ***Sub-Unit***

COA-Organization > Flex Reporting > ***Flex Reporting 1***
COA-Organization > Flex Reporting > ***Flex Reporting 2***
COA-Organization > Flex Reporting > ***Flex Reporting 3***
COA-Organization > Flex Reporting > ***Flex Reporting 4***
COA-Organization > Flex Reporting > ***Flex Reporting 5***

COA-Budgeting > Appropriation > ***Appropriation***
COA-Budgeting > Appropriation > ***Appropriation Classification***
COA-Budgeting > Appropriation > Appropriation Hierarchy > ***Appropriation Class***
COA-Budgeting > Appropriation > Appropriation Hierarchy > ***Appropriation Category***
COA-Budgeting > Appropriation > Appropriation Hierarchy > ***Appropriation Type***
COA-Budgeting > Appropriation > Appropriation Hierarchy > ***Appropriation Group***

Posting Code > ***Posting Code***
Posting Code > ***Closing Classification***
Posting Code > Update/Posting Rules > ***CBAL Update***
Posting Code > Update/Posting Rules > ***FBAL Update***
Posting Code > Update/Posting Rules > ***Expense Budget***
Posting Code > Update/Posting Rules > ***Expense Bucket ID***
Posting Code > Update/Posting Rules > ***Revenue Budget***
Posting Code > Update/Posting Rules > ***Revenue Bucket ID***
Posting Code > Update/Posting Rules > ***Code Type***
Posting Code > Classifications > ***Overhead Process***
Posting Code > Classifications > ***Cost Allocation Process***
Posting Code > Classifications > ***Funding Split***

# ***Detailed Accounting Ledger***

COA-Detailed Accounting > Activity > ***Activity***
COA-Detailed Accounting > Activity > ***Sub-Activity***
COA-Detailed Accounting > Activity Hierarchy > ***Activity Class***
COA-Detailed Accounting > Activity Hierarchy > ***Activity Category***
COA-Detailed Accounting > Activity Hierarchy > ***Activity Type***
COA-Detailed Accounting > Activity Hierarchy > ***Activity Group***
COA-Detailed Accounting > CAFR Activity > ***CAFR Activity Unit***
COA-Detailed Accounting > CAFR Activity > ***Major CAFR Activity***
COA-Detailed Accounting > CAFR Activity > ***Minor CAFR Activity***

COA-Detailed Accounting > Function > ***Function***
COA-Detailed Accounting > Function > ***Sub-Function***
COA-Detailed Accounting > Function Hierarchy > ***Function Class***
COA-Detailed Accounting > Function Hierarchy > ***Function Category***
COA-Detailed Accounting > Function Hierarchy > ***Function Type***
COA-Detailed Accounting > Function Hierarchy > ***Function Group***

COA-Detailed Accounting > Reporting > ***Reporting***
COA-Detailed Accounting > Reporting > ***Sub-Reporting***
COA-Detailed Accounting > Reporting Hierarchy > ***Reporting Class***
COA-Detailed Accounting > Reporting Hierarchy > ***Reporting Category***
COA-Detailed Accounting > Reporting Hierarchy > ***Reporting Type***
COA-Detailed Accounting > Reporting Hierarchy > ***Reporting Group***

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# Appendix B
# Closing Classifications

| Closing Classification | Closing Classification Name |
|---|---|
| 1 | Asset Roll Forward |
| 2 | Liability Roll Forward |
| 3 | Equity Roll Forward |
| 4 | Contra Asset Roll Forward |
| 5 | Cash Roll Forward |
| 6 | Accounts Left In Old Year |
| 7 | Equity Offsets Closed To Net Assets |
| 10 | Cash Expenditures |
| 11 | Accrued Expenditures |
| 12 | Encumbrances |
| 13 | Pre Encumbrances |
| 14 | Collected Revenue |
| 15 | Billed Revenue |

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# Appendix C
# Budget Structure and Level ID

| Budget Structure Id | Budget Structure Name |
|---|---|
| 3 | KY Expense Budget |
| 39 | Reimbursable Grant Budget |
| 42 | Revenue Budget |
| 43 | Capital Projects |

| Budget Level Id | Budget Level Name |
|---|---|
| 1 | Appropriation |
| 1 | Dept/Majr Prog/Prog/Period/Fund Prfl/Fund Prty |
| 1 | Fund/Dept |
| 1 | Fund/Dept/Appr Unit |
| 2 | Allotment Program |
| 2 | Dept/Majr Prog/Prog/Period/Fund Prfl/Fund Prty/Fund Line |
| 2 | Fund/Dept/Appr Unit/Bureau/Object |
| 2 | Fund/Dept/Rev Src |
| 3 | Object |

| Budget Structure Id | Structure Name | Budget Level Id | Budget Level Name |
|---|---|---|---|
| 3 | KY Expense Budget | 1 | Appropriation |
| 3 | KY Expense Budget | 2 | Allotment Program |
| 3 | KY Expense Budget | 3 | Object |
| 39 | Reimbursable Grant Budget | 1 | Dept/Majr Prog/Prog/Period/Fund Prfl/Fund Prty |
| 39 | Reimbursable Grant Budget | 2 | Dept/Majr Prog/Prog/Period/Fund Prfl/Fund Prty/Fund Line |
| 42 | Revenue Budget | 1 | Fund/Dept |
| 42 | Revenue Budget | 2 | Fund/Dept/Rev Src |
| 43 | Capital Projects | 1 | Fund/Dept/Appr Unit |
| 43 | Capital Projects | 2 | Fund/Dept/Appr Unit/Bureau/Object |

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# Appendix D
# Posting Codes

| Posting Code | Posting Code Name |
|---|---|
| A001 | Cash |
| A002 | Due To Fund |
| A003 | Due From Fund |
| A004 | Bond Revenue |
| A005 | Bonds Payable |
| A008 | Long Term Debt Payable |
| A009 | Expenditure Offset for Pre-Paid Asset |
| A010 | Amount To Be Provided |
| A011 | Undistributed Receipts |
| A012 | Payroll Payable |
| A013 | Reserve for Payroll Encumbrances |
| A014 | Generic Equity |
| A015 | Generic Liability |
| A016 | Generic Asset |
| A017 | Operating Transfer Out |
| A018 | Operating Transfer In |
| A019 | Internal Loans Receivable |
| A020 | Internal Loans Payable |
| A021 | Contributed to Fixed Assets |
| A022 | Bond Payable Offset |
| A023 | Expense |
| A024 | Pre Paid Assets |
| A025 | Accrued Operating Transfer Out |
| A026 | Accrued Operating Transfer In |
| A027 | Bond Discount/Premium |
| A028 | Bank Transfer Cash |
| A100 | Accrued Expenditure Close |
| A101 | Cash Expenditure Close |
| A102 | Billed Revenue Close |
| A103 | Collected Revenue Close |
| A104 | Pre Encumbrance Close |
| A105 | Encumbrance Close |
| A106 | Asset Close |
| A107 | Cash Close |
| A108 | Liability Close |
| A109 | Equity Close |

| Posting Code | Posting Code Name |
|---|---|
| A110 | Asset Offset Close |
| A111 | Equity Offset Close |
| A150 | Memo Account 1 for Lapse |
| A151 | Memo Account 2 for Lapse |
| A200 | Fund Balance |
| A201 | Retained Earnings |
| A202 | Agency Due To |
| A203 | Net Assets |
| A204 | Annual Close Offset |
| B001 | Expenditure Budget - Adoption |
| B002 | Expenditure Budget - Amendment |
| B003 | Expenditure Budget - Carry Forward |
| B004 | Expenditure Budget - Transfer In |
| B005 | Expenditure Budget - Transfer Out |
| B006 | Revenue Budget - Expected |
| B007 | Expenditure Budget - Allocation |
| B008 | Expenditure Budget - Reversion |
| B009 | Reimbursable Budget - Award |
| B010 | Revenue Budget - Adoption |
| B011 | Revenue Budget - Allocation |
| B012 | Revenue Budget - Amendment |
| B013 | Revenue Budget - Carry Forward |
| B014 | Revenue Budget - Reversion |
| B015 | Revenue Budget - Transfer Out |
| B016 | Revenue Budget - Transfers |
| B017 | Stand In Code for Budgeting |
| B018 | Expected Revenue |
| B019 | Amend Expected Revenue |
| C001 | Standard Charge |
| C002 | Back End Split Charge |
| C003 | Revenue Credit |
| D001 | Disbursement Payable |
| D003 | Retainage Payable |
| D004 | Stale Payable Cash |
| D005 | Escheat Payable Cash |
| D006 | Use Tax Payable |
| D007 | Warrant Payable |
| D008 | Stale Warrants Payable |
| D009 | Escheat Warrants Payable |
| D010 | Backup Withholding Payable |

| Posting Code | Posting Code Name |
|---|---|
| D011 | External Accrued Expenditure / Expense |
| D012 | Accrued Bond Principle Expense |
| D013 | Cash Expenditure/Expense - Warrants |
| D014 | External Cash Expenditure/Expense |
| D015 | Cash Bond Principle Expenditure/Expense |
| D017 | Warrant Clearing Cash |
| D018 | Warrant Clearing Payable |
| D019 | Cancelled Disbursement Payable |
| D021 | Inventory Accrued Expenditure / Expense |
| D022 | Inventory Cash Expenditure/Expense |
| D023 | Cost of Goods Sold |
| D024 | Internal Accrued Expenditure / Expense |
| D025 | Internal Cash Expenditure/Expense |
| D090 | Checkwriter 1099 Posting |
| D091 | Check Writer |
| D0W7 | Warrant Payable |
| D101 | Stale Payable Disbursement |
| D102 | Escheat Payable Disbursement |
| D201 | Intercept Payable |
| D202 | Intercepted Cash |
| F001 | Pending Fixed Asset |
| F002 | Fixed Asset |
| F004 | Due To Fund - Fixed Asset Internal Sales |
| F005 | Due From Fund - Fixed Asset Internal Sales |
| F010 | Expense Offset for Fixed Asset |
| F011 | Contributed to Fixed Assets |
| F012 | Net Adjustment to Fixed Assets |
| F020 | Depreciation Expense |
| F021 | Gain/Loss Expense from Sale of Fixed Asset |
| F022 | Internal Expense from Fixed Asset Exchange |
| F030 | Sale of Fixed Asset Revenue |
| F031 | Gain/Loss Revenue from Sale of Fixed Asset |
| F032 | Internal Revenue from Fixed Asset Exchange |
| F040 | Accumulated Depreciation |
| H001 | Accrued Payroll |
| H002 | Net Pay |
| H003 | Deduction |
| H004 | Reserved Pay |
| H005 | Fringe |
| H006 | Accrued Leave |

| Posting Code | Posting Code Name |
|---|---|
| I001 | Investment Cash |
| I002 | Investments |
| I003 | Investment Discounts |
| I004 | Investment Premiums |
| I005 | Accrued Interest Receivable |
| I006 | Investment Interest Revenue |
| I007 | Investment Equity |
| M001 | Memo Asset |
| M002 | Offset for Memo Fixed Asset |
| M003 | Accumulated Depreciation - Memo Asset |
| OB01 | Obligation entry |
| P001 | Procurement Non-Accounting Nominal |
| P002 | Procurement Non-Accounting Offset |
| P003 | Pre Encumbrance |
| P004 | Reserve for Pre Encumbrance |
| P005 | Encumbrance |
| P006 | Reserve for Encumbrance |
| P010 | Memo Pre Encumbrance |
| P011 | Reserve for Memo Pre Encumbrance |
| P012 | Memo Encumbrance |
| P013 | Reserve for Memo Encumbrance |
| R001 | Billed Earned Receivable |
| R002 | External Billed Earned Revenue |
| R003 | External Collected Earned Revenue |
| R004 | Billed Earned Receivable Sent for Collection |
| R005 | Billed NSF Revenue |
| R006 | Collected NSF Revenue |
| R007 | Bad Debt Expense |
| R008 | Allowance for Bad Debt |
| R009 | Earned Receivable |
| R010 | Earned Revenue |
| R021 | Inventory Accrued Revenue |
| R022 | Inventory Collected Revenue |
| R023 | Internal Accrued Revenue |
| R024 | Internal Collected Revenue |
| R100 | Billed Unearned Receivable |
| R101 | Billed Unearned Revenue |
| R102 | Collected Unearned Revenue |
| R103 | Unearned Receivable Write Off |
| R104 | Unearned Revenue Write Off |

| Posting Code | Posting Code Name |
|---|---|
| R105 | Unearned Revenue for Pre Payment |
| R200 | Billed Deposit Receivable |
| R201 | Billed Deposit |
| R202 | Collected Deposit |
| R203 | Deposit Receivable Write Off |
| R204 | Deposit Write Off |
| R300 | Billed Vendor Refund Receivable |
| R301 | Expenditure Refund Holding Account |
| R304 | Billed Vendor Refund Sent for Collection |
| R305 | Vendor Refund Receivable Write Off |
| R306 | Vendor Refund Write Off |
| R400 | Reserved Overpayment |
| R401 | Unreserved Overpayment |
| S001 | Inventory/Stock Items |
| S002 | Inventory/Stock Offset |
| S003 | Inventory/Stock Due To Fund |
| S004 | Inventory/Stock Due From Fund |
| S005 | Inventory Adjustment Expense |
| XJV1 | Off-Bud Operating Transfer Out |
| XR03 | External Collected Earned Revenue Refund |
| XTE1 | Travel Non-Accounting Nominal |
| XTE2 | Travel Non-Accounting Offset |
| XX03 | Conv External Collected Earned Revenue |
| XX14 | Conv External Cash Expenditure/Expense |
| XX17 | Conv Off-Bud Operating Transfer Out |
| XXCO | Standard Charge-Offset |
| XXEX | Conversion Exp PSCD |
| XXP3 | Standard Charge-Non Reim |
| XXPI | Program Income |
| XXRV | Conversion Rev PSCD |
| XXX3 | Conv External Collected Earned Revenue |
| XXXX | Conversion Offset |

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# Appendix E
# Event Types

## Event Types Used in Budget Universe

| Code | Name |
|---|---|
| **Operating** | |
| X001 | Regular Budget |
| X002 | Continued Budget |
| X003 | Special Budget |
| X004 | Budget Revision Due to Reorganization |
| X005 | Necessary Government Expense |
| X006 | Current Year Appropriation |
| X007 | Surplus Expenditure Plan |
| X008 | Salary and Health Insurance |
| X009 | Budget Reduction Revision |
| X010 | Other Budget Revision |
| X011 | Tobacco Settlement- Phase 1 |
| **Capital** | |
| X050 | Maintenance Pool Appropriation |
| X060 | Appropriation from Non Maintenance Pool |
| X070 | Appropriation - Heritage Land Conservation |
| X080 | Appropriation- Coal Severance Tax |
| X500 | Capital Construction Equipment Purchase Contigency Fund |
| X600 | Emergency Repair Maintenance and Replacement |
| X640 | Statewide Deferred Maintenance Fund |
| X666 | Backout for Closed Projects |
| XCAP | Capital Project Allotment |

| Event Type | Event Type Name |
|---|---|
| AP01 | Authorize Normal Payment |
| AP02 | Authorize Pre Payment |
| AP03 | Authorize Retainage Payment |
| AP04 | Authorize Use Tax Payment |
| AP05 | Authorize Backup Withholding Payment |
| AP06 | Authorize Deposit Refund |
| AP07 | Authorize Prepayment Refund |
| AP08 | Authorize Unreserved Credit Balance Refund |
| AP09 | Authorize Reserved Credit Balance Refund |
| AP10 | Authorize Earned Revenue Refund |
| AP11 | Authorize Stale Payment |

| Event Type | Event Type Name |
|---|---|
| AP12 | Authorize Escheat Payment |
| AP13 | Authorize Bond Principal Payment |
| AP14 | Forfeiture of Retainage to Expenditure |
| AP15 | Forfeiture of Retainage to Undistributed Receipts |
| AP16 | Equity Payout Authorization |
| AP17 | Liability Payout Authorization |
| AP18 | Asset Payout Authorization |
| AP19 | Authorize Bond Interest Payment |
| AR01 | Bill Earned Revenue |
| AR02 | Collect Earned Revenue |
| AR03 | Write Off Earned Revenue - Direct Method |
| AR04 | Write Off Earned Revenue - Allowance Method |
| AR05 | Refer Earned Receivable to Collection Agency |
| AR06 | Accrue Earned Revenue |
| AR10 | Bill Unearned Revenue |
| AR11 | Collect Unearned Revenue |
| AR12 | Write Off Unearned Revenue |
| AR13 | Collect Pre Payment |
| AR20 | Bill Deposit |
| AR21 | Collect Deposit |
| AR22 | Write Off Deposit |
| AR30 | Bill Vendor Refund - Budgetary |
| AR31 | Bill Vendor Refund - Non Budgetary |
| AR32 | Collect Vendor Refund |
| AR33 | Write Off Vendor Refund |
| AR34 | Refer Vendor Refund to Collection Agency - Budgetary |
| AR35 | Refer Vendor Refund to Collection Agency - Non Budgetary |
| AR40 | Collect Unreserved Overpayment |
| AR41 | Collect Reserved Overpayment |
| AR50 | Bill to Asset Account |
| AR51 | Collect to Asset Account |
| AR52 | Bill to Liability Account |
| AR53 | Collect to Liability Account |
| AR54 | Bill to Equity Account |
| AR55 | Collect to Equity Account |
| BG01 | Adopt An Expense Budget |
| BG02 | Allocate An Expense Budget |
| BG03 | Amend An Expense Budget |
| BG04 | Carry Forward An Expense Budget |
| BG05 | Revert An Expense Budget |
| BG06 | Transfer In An Expense Budget |

| Event Type | Event Type Name |
|---|---|
| BG07 | Transfer Out An Expense Budget |
| BG08 | Deactivate Budget Line |
| BG09 | Activate Budget Line |
| BG10 | Delete Budget Line |
| BG21 | Estimate Expected Revenue |
| BG22 | Award Reimbursable Budget |
| BG23 | Adopt a Revenue Budget |
| BG24 | Allocate A Revenue Budget |
| BG25 | Amend A Revenue Budget |
| BG26 | Carry Forward A Revenue Budget |
| BG27 | Revert A Revenue Budget |
| BG28 | Transfer A Revenue Budget |
| BG29 | Transfer Out A Revenue Budget |
| BG30 | Appropriation Expected Revenue |
| BG31 | Amend Appropriation Expected Revenue |
| CA01 | Expenditure Allocation |
| CA02 | Revenue Allocation |
| CA03 | Allocation Inverse |
| CG01 | Record Standard Program Charge |
| CG02 | Record Back End Split Program Charge |
| CG03 | Record Revenue Credit |
| CW01 | Check Writer Intercept |
| DI01 | Pay Expenditure by Check - Automatically |
| DI02 | Pay Expenditure by Warrant - Automatically |
| DI03 | Pay Expenditure by C.F. Warrant - Automatically |
| DI04 | Pre Pay by Check - Automatically |
| DI05 | Pre Pay by Warrant - Automatically |
| DI06 | Pre Pay by C.F. Warrant - Automatically |
| DI07 | Pay From Generic Asset by Check - Automatically |
| DI08 | Pay From Generic Asset by Warrant - Automatically |
| DI09 | Pay From Generic Asset by C.F. Warrant - Automatically |
| DI10 | Pay From Generic Liability by Check - Automatically |
| DI11 | Pay From Generic Liability by Warrant - Automatically |
| DI12 | Pay From Generic Liability by C.F. Warrant - Automatically |
| DI13 | Pay From Generic Equity by Check - Automatically |
| DI14 | Pay From Generic Equity by Warrant - Automatically |
| DI15 | Pay From Generic Equity by C.F. Warrant - Automatically |
| DI16 | Payout Stale Disbursement by Check - Automatically |
| DI17 | Payout Stale Disbursement by Warrant - Automatically |
| DI18 | Payout Stale Disbursement by C.F. Warrant - Automatically |
| DI19 | Payout Escheated Disbursement by Check - Automatically |

| Event Type | Event Type Name |
|---|---|
| DI20 | Payout Escheated Disbursement by Warrant - Automatically |
| DI21 | Payout Escheated Disbursement by CF Warrant - Automatically |
| DI22 | Pay Use Tax by Check - Automatically |
| DI23 | Pay Use Tax by Warrant - Automatically |
| DI24 | Pay Use Tax by C.F. Warrant - Automatically |
| DI25 | Pay Backup Withholding by Check - Automatically |
| DI26 | Pay Backup Withholding by Warrant - Automatically |
| DI27 | Pay Backup Withholding by C.F. Warrant - Automatically |
| DI28 | Return Deposit by Check - Automatically |
| DI29 | Return Deposit by Warrant - Automatically |
| DI30 | Return Deposit by C.F. Warrant - Automatically |
| DI31 | Return Prepayment by Check - Automatically |
| DI32 | Return Prepayment by Warrant - Automatically |
| DI33 | Return Prepayment by C.F. Warrant - Automatically |
| DI34 | Return Unreserved Overpayment by Check - Automatically |
| DI35 | Return Unreserved Overpayment by Warrant - Automatically |
| DI36 | Return Unreserved Overpayment by CF Warrant - Automatically |
| DI37 | Return Reserved Overpayment by Check - Automatically |
| DI38 | Return Reserved Overpayment by Warrant - Automatically |
| DI39 | Return Reserved Overpayment by C.F. Warrant - Automatically |
| DI40 | Refund Earned Revenue by Check - Automatically |
| DI41 | Refund Earned Revenue by Warrant - Automatically |
| DI42 | Refund Earned Revenue by C.F. Warrant - Automatically |
| DI43 | Payout Retainage by Check - Automatically |
| DI44 | Payout Retainage by Warrant - Automatically |
| DI45 | Payout Retainage by C.F. Warrant - Automatically |
| DI46 | Payout Bond Principal by Check - Automatically |
| DI47 | Payout Bond Principal by Warrant - Automatically |
| DI48 | Payout Bond Principal by C.F. Warrant - Automatically |
| DI51 | Pay Expenditure by Check - Manually |
| DI52 | Pay Expenditure by Warrant - Manually |
| DI53 | Pay Expenditure by C.F. Warrant - Manually |
| DI54 | Pre Pay by Check - Manually |
| DI55 | Pre Pay by Warrant - Manually |
| DI56 | Pre Pay by C.F. Warrant - Manually |
| DI57 | Pay From Generic Asset by Check - Manually |
| DI58 | Pay From Generic Asset by Warrant - Manually |
| DI59 | Pay From Generic Asset by C.F. Warrant - Manually |
| DI60 | Pay From Generic Liability by Check - Manually |
| DI61 | Pay From Generic Liability by Warrant - Manually |
| DI62 | Pay From Generic Liability by C.F. Warrant - Manually |

| Event Type | Event Type Name |
|---|---|
| DI63 | Pay From Generic Equity by Check - Manually |
| DI64 | Pay From Generic Equity by Warrant - Manually |
| DI65 | Pay From Generic Equity by C.F. Warrant - Manually |
| DI66 | Payout Stale Disbursement by Check - Manually |
| DI67 | Payout Stale Disbursement by Warrant - Manually |
| DI68 | Payout Stale Disbursement by C.F. Warrant - Manually |
| DI69 | Payout Escheated Disbursement by Check - Manually |
| DI70 | Payout Escheated Disbursement by Warrant - Manually |
| DI71 | Payout Escheated Disbursement by C.F. Warrant - Manually |
| DI72 | Pay Use Tax by Check - Manually |
| DI73 | Pay Use Tax by Warrant - Manually |
| DI74 | Pay Use Tax by C.F. Warrant - Manually |
| DI75 | Pay Backup Withholding by Check - Manually |
| DI76 | Pay Backup Withholding by Warrant - Manually |
| DI77 | Pay Backup Withholding by C.F. Warrant - Manually |
| DI78 | Return Deposit by Check - Manually |
| DI79 | Return Deposit by Warrant - Manually |
| DI80 | Return Deposit by C.F. Warrant - Manually |
| DI81 | Return Prepayment by Check - Manually |
| DI82 | Return Prepayment by Warrant - Manually |
| DI83 | Return Prepayment by C.F. Warrant - Manually |
| DI84 | Return Unreserved Overpayment by Check - Manually |
| DI85 | Return Unreserved Overpayment by Warrant - Manually |
| DI86 | Return Unreserved Overpayment by C.F. Warrant - Manually |
| DI87 | Return Reserved Overpayment by Check - Manually |
| DI88 | Return Reserved Overpayment by Warrant - Manually |
| DI89 | Return Reserved Overpayment by C.F. Warrant - Manually |
| DI90 | Refund Earned Revenue by Check - Manually |
| DI91 | Refund Earned Revenue by Warrant - Manually |
| DI92 | Refund Earned Revenue by C.F. Warrant - Manually |
| DI93 | Payout Retainage by Check - Manually |
| DI94 | Payout Retainage by Warrant - Manually |
| DI95 | Payout Retainage by C.F. Warrant - Manually |
| DI96 | Payout Bond Principal by Check - Manually |
| DI97 | Payout Bond Principal by Warrant - Manually |
| DI98 | Payout Bond Principal by C.F. Warrant - Manually |
| DR01 | Stale Cash/CF Warrant Disbursement |
| DR02 | Stale Warrant Disbursement |
| DR03 | Escheat Cash/CF Warrant Disbursement |
| DR04 | Escheat Warrant Disbursement |
| DR05 | Cancel Cash/CF Warrant Disbursement |

| Event Type | Event Type Name |
|---|---|
| DR06 | Cancel Warrant Disbursement |
| DR07 | Reclass Cash/CF Warrant as Cancelled D/P |
| DR08 | Reclass Warrant as Cancelled D/P |
| DR09 | Reclass Cash/CF Warrant as Revenue |
| DR10 | Reclass Warrant as Revenue |
| DR11 | Reclass Cash/CF Warrant as Equity |
| DR12 | Reclass Warrant as Equity |
| DR20 | Redeem C.F. Warrant |
| DR21 | Redeem Regular Warrant |
| ED01 | External Debt Intercept Transfer with Same Banks - Unearned |
| ED02 | External Debt Intercept Transfer with Diff Banks - Unearned |
| FA01 | Acquire a Fixed Asset |
| FA02 | Better a Fixed Asset |
| FA03 | Record Depreciation on an Individual Fixed Asset |
| FA04 | Dispose of a Fixed Asset |
| FA05 | Modify Fixed Asset Non-Accounting Attributes |
| FA06 | Transfer a Fixed Asset |
| FA07 | Change Value of Fixed Asset |
| FA08 | Change Status of a Fixed Asset |
| FA09 | Sale a Fixed Asset Internally |
| FA10 | Increase Value from Shell |
| FA11 | Cancellation of a Fixed Asset |
| FA12 | Change Selling Price of a Fixed Asset |
| FA13 | Mass Depreciation Fixed Assets |
| FA14 | Unpend a Fixed Asset Shell |
| FA20 | Non-Budgeted Fixed Asset Purchase |
| FA21 | NB Fixed Asset Purchase by Check - Automatically |
| FA22 | NB Fixed Asset Purchase by Warrant - Automatically |
| FA23 | NB Fixed Asset Purchase by CF Warrant - Automatically |
| FA24 | NB Fixed Asset Purchase by Check - Manually |
| FA25 | NB Fixed Asset Purchase by Warrant - Manually |
| FA26 | NB Fixed Asset Purchase by CF Warrant - Manually |
| FA27 | Acquire a Fixed Asset Internally |
| FA28 | Better a Fixed Asset Internally |
| GA01 | Cash Expenditure Correction |
| GA02 | Lapse Encumbrances & Pre Encumbrances |
| GA04 | Establish Allowance for Bad Debt |
| GA05 | Collected Earned Revenue Correction |
| GA06 | Move Cancelled D/P into Revenue |
| GA10 | Cash Transfer |
| GA13 | Recongnize Expense From Prepayment |

| Event Type | Event Type Name |
|---|---|
| GA16 | Collect Bond Proceeds |
| GA17 | Record Bond Issuance Costs |
| GA18 | Amortize Bond Discount/Premium |
| GA19 | Accrue Bond Interest |
| GA20 | Record Bond Liability |
| GA21 | Reclassify Bond Premium/Discount |
| GA22 | Bank Transfer |
| HR01 | Accrue Payroll Expenditures |
| HR02 | Record Net Pay |
| HR03 | Record Deductions |
| HR04 | Record Fringe Liability |
| HR05 | Record Contract Pay |
| HR06 | Accrue Leave Liability |
| HR07 | Record Payroll Cash Expenditures |
| HR10 | Record Net Pay to Clearing Fund w/Cash |
| HR11 | Record Net Pay to Clearing Fund w/Clearing Accounts |
| HR12 | Record Deductions to Clearing Fund w/Cash |
| HR13 | Record Deductions to Clearing Fund w/Clearing Accounts |
| HR14 | Record Fringe to Clearing Fund w/Cash |
| HR15 | Record Fringe to Clearing Fund w/Clearing Account |
| HR20 | Record & Request Expenditure Payment for Fringe - Oper Fund |
| HR21 | Request Liability Payment for Fringe |
| HR22 | Request Liability Payment for Deduction |
| HR23 | Record & Request Liability Payment for Reserved Fringe |
| HR30 | Pay Deductions by Check |
| HR31 | Pay Deductions by Warrant |
| HR32 | Pay Deductions by Clearing Fund Warrant |
| HR33 | Pay Fringe Expenditure by Check |
| HR34 | Pay Fringe Expenditure by Warrant |
| HR35 | Pay Fringe Expenditure by Clearing Fund Warrant |
| HR36 | Pay Fringe Expenditure by Check w/Adjustment 1 |
| HR37 | Pay Fringe Expenditure by Warrant w/Adjustment 1 |
| HR38 | Pay Fringe Expenditure by Clr Fund Warrant w/Adjustment 1 |
| HR39 | Pay Fringe Liability by Check |
| HR40 | Pay Fringe Liability by Warrant |
| HR41 | Pay Fringe Liability by Clearing Fund Warrant |
| HR50 | Budget Set Aside for Payroll |
| HR60 | Payroll Expenditure Correction Reinstatement |
| HR61 | Reserve Contract Pay Correction Reinstatement |
| HR62 | Payroll Expenditure Correction Reversal |
| HR63 | Reserve Contract Pay Correction Reversal |

| Event Type | Event Type Name |
|---|---|
| HR64 | Reinstate Payroll Correction to Liability |
| HR65 | Reinstate Payroll Correction to Equity |
| HR66 | Reinstate Payroll Correction to Revenue |
| HR70 | Convert Net Pay to Cash |
| HR71 | Convert Accrued Expenditure to Cash Expenditure |
| HR80 | Deduction Liability Transfer w/Cash |
| HR81 | Deduction Liability Transfer w/Clearing Accounts |
| HR82 | Deduction Liability Transfer w/No Offsets |
| HR83 | Deduction Liability to Revenue Transfer w/Cash |
| HR84 | Deduction Liability to Revenue Transfer w/Clearing Accounts |
| HR85 | Deduction Liability to Revenue Transfer w/No Offsets |
| HR86 | Deduction Liability to Expense Transfer w/Cash |
| HR87 | Deduction Liability to Expense Transfer w/Clearing Accounts |
| HR88 | Deduction Liability to Expense Transfer w/No Offsets |
| HR90 | Fringe Liability Transfer w/Cash |
| HR91 | Fringe Liability Transfer w/Clearing Accounts |
| HR92 | Fringe Liability Transfer w/No Offsets |
| HR93 | Fringe Liability to Revenue Transfer w/Cash |
| HR94 | Fringe Liability to Revenue Transfer w/Clearing Accounts |
| HR95 | Fringe Liability to Revenue Transfer w/No Offsets |
| HR96 | Fringe Liability to Expense Transfer w/Cash |
| HR97 | Fringe Liability to Expense Transfer w/Clearing Accounts |
| HR98 | Fringe Liability to Expense Transfer w/No Offsets |
| IE10 | Intercept Transfer w/Same Banks - Earned |
| IE11 | Intercept Transfer w/Diff Banks - Earned |
| IE12 | Intercept Transfer w/Same Banks - Unearned |
| IE13 | Intercept Transfer w/Diff Banks - Unearned |
| IE14 | Intercept Transfer w/Same Banks - Deposit |
| IE15 | Intercept Transfer w/Diff Banks - Deposit |
| IE16 | Intercept Transfer w/Same Banks - Vendor Refund |
| IE17 | Intercept Transfer w/Diff Banks - Vendor Refund |
| IF01 | Default Fees Same Banks - Earned Revenue |
| IF02 | Default Fees with Different Banks - Earned Revenue |
| IF03 | Supplementary Fees Same Banks - Unearned Revenue |
| IF04 | Supplementary Fees with Different Banks - Unearned Revenue |
| IN00 | Internal External Event Type on Vendor Line |
| IN01 | Inter Fund Reimbursement with Cash Offsets |
| IN02 | Inter Fund Reimbursement with Non-Cash Offsets |
| IN03 | Intra Fund Reimbursement |
| IN04 | Inter Fund Quasi-External Transaction with Cash Offsets |
| IN05 | Inter Fund Quasi-External Transaction with Non Cash Offsets |

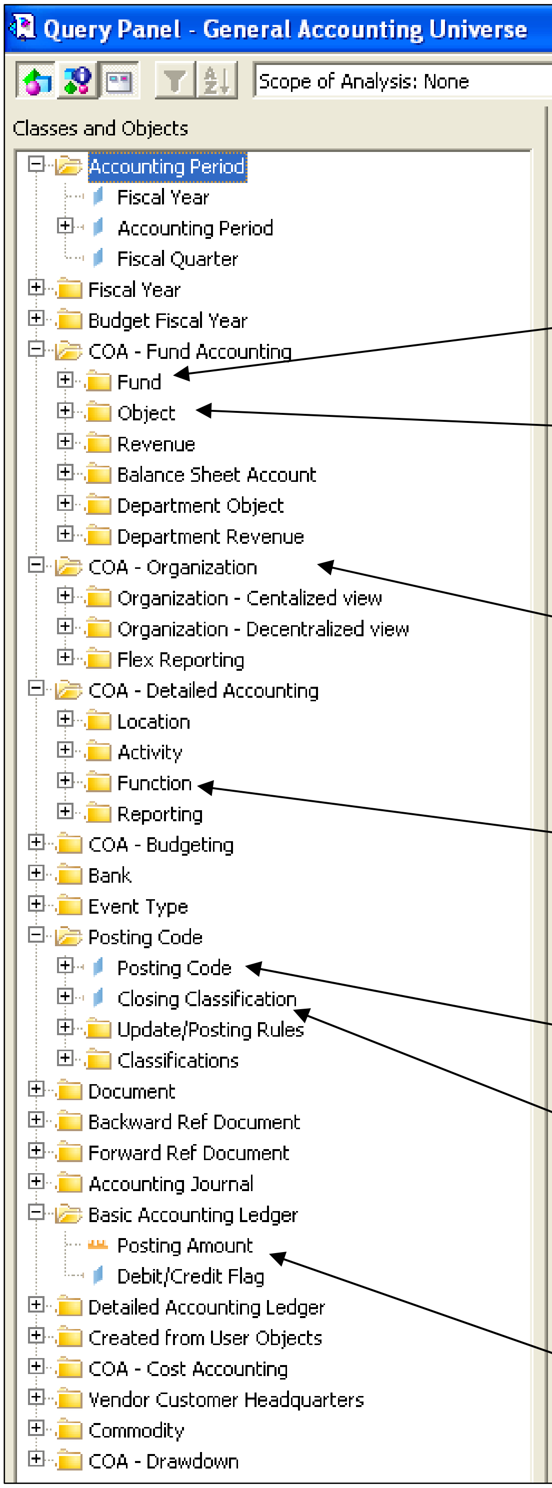
| Event Type | Event Type Name |
|---|---|
| IN06 | Intra Fund Quasi-External Transaction |
| IN10 | Intercept Transfer w/Same Banks - Earned |
| IN11 | Intercept Transfer w/Diff Banks - Earned |
| IN12 | Intercept Transfer w/Same Banks - Unearned |
| IN13 | Intercept Transfer w/Diff Banks - Unearned |
| IN14 | Intercept Transfer w/Same Banks - Deposit |
| IN15 | Intercept Transfer w/Diff Banks - Deposit |
| IN16 | Intercept Transfer w/Same Banks - Vendor Refund |
| IN17 | Intercept Transfer w/Diff Banks - Vendor Refund |
| IN20 | Operational Transfer with Cash Offsets |
| IN21 | Operational Transfer with Non Cash Offsets |
| IN22 | Internal Loan |
| IN30 | Internal Reimbursement Purchase with Cash |
| IN31 | Internal Reimbursement Purchase with Clearing Accounts |
| IN32 | Internal Quasi External Purchase with Cash |
| IN33 | Internal Quasi External Purchase with Clearing Accounts |
| IV01 | Record Investment |
| IV02 | Record Investment Interest |
| IV03 | Interest Allocation |
| IV04 | Cash Sweep |
| PR01 | Request - Non Accounting |
| PR02 | Request from External Vendor - Accounting |
| PR03 | Request from Internal Vendor - Accounting |
| PR04 | Master Agreement - Non Accounting |
| PR05 | Order from External Vendor - Accounting |
| PR06 | Order from Internal Vendor - Accounting |
| PR07 | Order - Non Accounting |
| PR08 | Multi-Year Contract |
| PR09 | Multi-Year Contract - Consumption |
| PR10 | Multi-Year Contract - Purchase |
| PR20 | Encumbrance Correction |
| PR21 | Encumbrance Liquidation |
| PR22 | Encumbrance Correction & Credit Memo |
| ST01 | Request From Inventory - Non Accounting I |
| ST02 | Request From Inventory - Non Accounting II |
| ST03 | Request From Inventory - Pre Encumber |
| ST04 | Request From Inventory - Encumber |
| ST05 | External Request from Inventory - Non Accounting 1 |
| ST06 | External Request from Inventory - Non Accounting 2 |
| ST10 | Inventory/Stock Issuance - Quasi External |
| ST11 | Inventory/Stock Issuance - Expenditure Refund |

| Event Type | Event Type Name |
|---|---|
| ST12 | External Inventory/Stock Issuance - Quasi External |
| ST13 | External Inventory/Stock Issuance - Reimbursement |
| ST20 | Return Stock with Revenue |
| ST21 | Return Stock with Reimbursement |
| ST22 | External Return Stock with Revenue |
| ST23 | External Return Stock with Reimbursement |
| ST30 | Transfer Inventory with Provider Revenue |
| ST31 | Transfer Inventory with Provider Reimbursement |
| ST40 | Adjust Inventory Units & Accounts |
| ST41 | Adjust Inventory Units Only |
| ST50 | Request for Inventory - Consumption I |
| ST51 | Request for Inventory - Consumption II |
| ST52 | Request Inventory - Purchase |
| ST60 | Order for Inventory - Consumption I |
| ST61 | Order for Inventory - Consumption II |
| ST62 | Order Inventory - Purchase |
| ST63 | Encumbrance Correction - Consumption Method |
| ST64 | Encumbrance Liquidation - Consumption Method |
| ST65 | Encumbrance Correction & Credit Memo - Consumption Method |
| ST66 | Encumbrance Correction - Purchase Method |
| ST67 | Encumbrance Liquidation - Purchase Method |
| ST68 | Encumbrance Correction & Credit Memo - Purchase Method |
| ST70 | Authorize Payment for Inventory - Purchase Method |
| ST71 | Authorize Payment for Inventory - Consumption Method |
| ST80 | Pay for Inventory as Consumption by Check - Automatic |
| ST81 | Pay for Inventory as Consumption by Warrant - Automatic |
| ST82 | Pay for Inventory as Consumption as C.F. Warrant - Automatic |
| ST83 | Pay for Inventory as Consumption by Check - Manual |
| ST84 | Pay for Inventory as Consumption by Warrant - Manual |
| ST85 | Pay for Inventory as Consumption as C.F. Warrant - Manual |
| TR01 | Encumber for Travel |
| TR02 | Travel Advance |
| TR03 | Adjust Travel Costs |
| TR04 | Travel Costs |
| UR01 | UR Event Type for SRQ |
| UR02 | UR Event Type for RQS |
| UR05 | UR Event Type for PO |
| X001 | Regular Budget |
| X002 | Continued Budget |
| X003 | Special Budget |
| X004 | Budget Revision Due to Reorganization |

| Event Type | Event Type Name |
|---|---|
| X005 | Necessary Government Expense |
| X006 | Current Year Appropriation |
| X007 | Surplus Expenditure Plan |
| X008 | Salary and Health Insurance |
| X009 | Budget Reduction Revision |
| X010 | Other Budget Revision |
| X011 | Tobacco Settlement- Phase 1 |
| X050 | Maintenance Pool Appropriation |
| X060 | Appropriation from Non Maintenance Pool |
| X070 | Appropriation - Heritage Land Conservation |
| X080 | Appropriation- Coal Severance Tax |
| X120 | |
| X500 | Capital Construction Equipment Purchase Contigency Fund |
| X600 | Emergency Repair Maintenance and Replacement |
| X630 | |
| X640 | Statewide Deferred Maintenance Fund |
| X666 | Backout for Closed Projects |
| XA90 | Internal Loan Payable |
| XA91 | Internal Loan Receivable |
| XC01 | On-Budget Transfer Out |
| XC02 | Off-Budget Transfer Out |
| XC03 | Transfer In |
| XCAP | Capital Project Allotment |
| XCWA | CheckWriter Intercept Payables |
| XGAA | Asset to Asset |
| XGAE | Asset to Equity |
| XGAL | Asset to Liability |
| XGAR | Asset to Revenue/Exp |
| XGEE | Equity to Equity |
| XGLL | Liability to Liability |
| XGLR | Liability to Revenue |
| XINA | Investment BSA Adj |
| XINI | Investment Adj Interface |
| XINR | Investment BSA/Rev Adj |
| XMEX | Monthly Expense Budget |
| XMRV | Monthly Revenue Budget |
| XN10 | Intercept Transfer w/Same Banks - Earned |
| XP09 | Revenue Refund |
| XPAR | Parks Accounts Receivable |
| XPRC | PRC Enc Correction |
| XPSC | UPPS Interface Only |

| Event Type | Event Type Name |
|---|---|
| XQEX | Quarterly Expense Budget |
| XQRV | Quarterly Revenue budget |
| XREV | Original Revenue Budget |
| XRMD | Modified Revenue Budget |
| XTR1 | Travel Authorization |
| XX03 | Revenue Refund-Auto |
| XX69 | Revenue Refund-Manual |
| XXAR | Parks Acct Rec Reduction |
| XXCA | Cash Conversion |
| XXCO | Record Standard Program Charge-Off Set |
| XXEX | Conversion Exp |
| XXIA | Adjust Inventory Units & Accounts |
| XXIE | Internal Cash Expd/Expense Correction |
| XXIR | Internal Collected Revenue Correction |
| XXP3 | Record Standard Program Charge-Non Reim |
| XXPI | Program income |
| XXRV | Conversion Rev |
| XYEX | Yearly Expense Budget |
| XYRV | Yearly Revenue Budget |

# Appendix F
# Universes Tips




Within Fund, expand CAFR Fund and select CAFR Fund Type to get General, Restricted, etc.

Within Object, expand Object Hierarchy and select Object Type to get Personnel, Operating, etc.

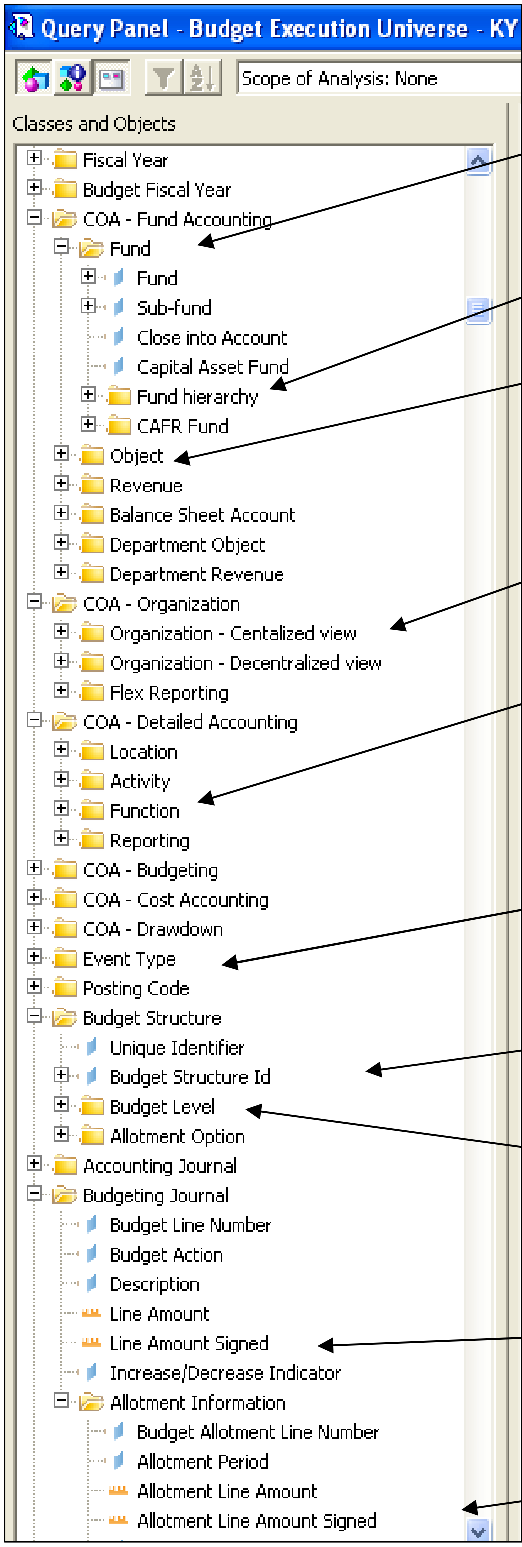
Cabinet and Department are available within Organization – Centralized view

Within Function, expand Function Hierarchy and select:
- Function Group for Appropriation Program
- Function Type for Allotment Program

Posting Code can be used to get the nature of the transaction.

Closing Classification is used to pick:
- expenditures (10,11)
- encumbrances (12), or
- cash balances (5)

Posting Amount is the dollar figure.




Fund is now what was PBU, Cash Account and Project

Within CAFR Fund, select CAFR Fund Type to get General, Restricted, etc.

Within Object, expand Object Hierarchy and select Object Type to get Personnel, Operating, etc.

Within Organization – Centralized view, you can select Cabinet, but Department has no data.

Within Function, expand Function hierarchy and select:
- Function Group for Appropriation Program
- Function Type for Allotment Program

Within Event Type, select Event Type to differentiate on the type of budget action (e.g., Continued, Regular, NGE, etc.)

Budget Structure ID:
3 = Operating
43 = Capital

Budget Level ID:
1 = Appropriations
2 = Quarterly Allotments
3 = Annual GF Allotment by Exp. Cat.

Line Amount Signed is the dollar amount.

This dollar amount is needed if you want to see Allotments by Quarter (Allotment Period).

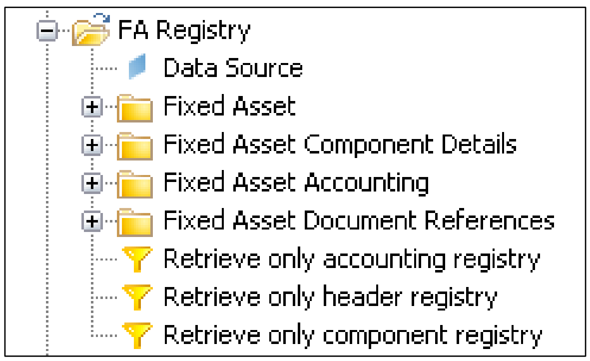
# Appendix G
# Fixed Asset Universe

Here are a few tips to creating reports using the *Fixed Asset Universe:*

- Pull attributes only from within the lower-level classes of the *FA Registry* class.  You may experiment with pulling them in from other classes, but often the results are unpredictable.

  Testing has been focused mostly on this class.

- You should identify the level of data you want by using one of the three filters (see below). If you don't apply one of these, you will likely see duplicate data (because all three levels will be shown).




- **"Retrieve only accounting registry"** roughly corresponds to the Financial FARACTG;
  **"Retrieve only header registry"** roughly corresponds to FARHDR;
  **"Retrieve only component registry"** roughly corresponds to FARCOMP.
  All data is a "point in time" current picture of the value of the asset, etc.

- We have had the most success using "*Retrieve only component registry*".  But "*Retrieve only header registry*" seems to work too.

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# Appendix H
# Cost Accounting Posting Code Information

## Posting Codes Picked Up by the Reimbursement Offline Process

*Grants* and *Projects* set up as reimbursable *Programs* are reportable using the *KY Cost Accounting* universe. The following *Posting Codes* are picked up for reimbursement in the offline process, which runs weekly**.**

| Posting Code | Posting Code Name |
|---|---|
| C001 | Standard Charge |
| C002 | Back End Split Charge |
| C003 | Revenue Credit |
| D013 | Cash Expenditure/Expense - Warrants |
| D014 | External Cash Expenditure/Expense |
| D015 | Cash Bond Principle Expenditure/Expense |
| D022 | Inventory Cash Expenditure/Expense |
| D025 | Internal Cash Expenditure/Expense |
| XXPI | Program Income |
| A017 | Operating Transfer Out |

**Note: A *Posting Code* is set up for reimbursement by setting the *Funding Split* flag on the *Posting Code* table to "*Split for Reimbursement*" = 3.**

### Posting Codes Picked Up by Cost Allocation

For *Departments* running *Cost Allocation* monthly, the following *Posting Codes* are picked up by that process.

| Posting Code | Posting Code Name |
|---|---|
| D013 | Cash Expenditure/Expense - Warrants |
| D014 | External Cash Expenditure/Expense |
| D015 | Cash Bond Principle Expenditure/Expense |
| D022 | Inventory Cash Expenditure/Expense |
| D025 | Internal Cash Expenditure/Expense |
| F021 | Gain/Loss Expense from Sale of Fixed Asset |
| F022 | Internal Expense from Fixed Asset Exchange |
| A017 | Operating Transfer Out |

**Note: A *Posting Code* is set up for *Cost Allocation* by setting the *Cost Allocation Process* flag on the *Posting Code* table to *Cash Expenditure* = 2**

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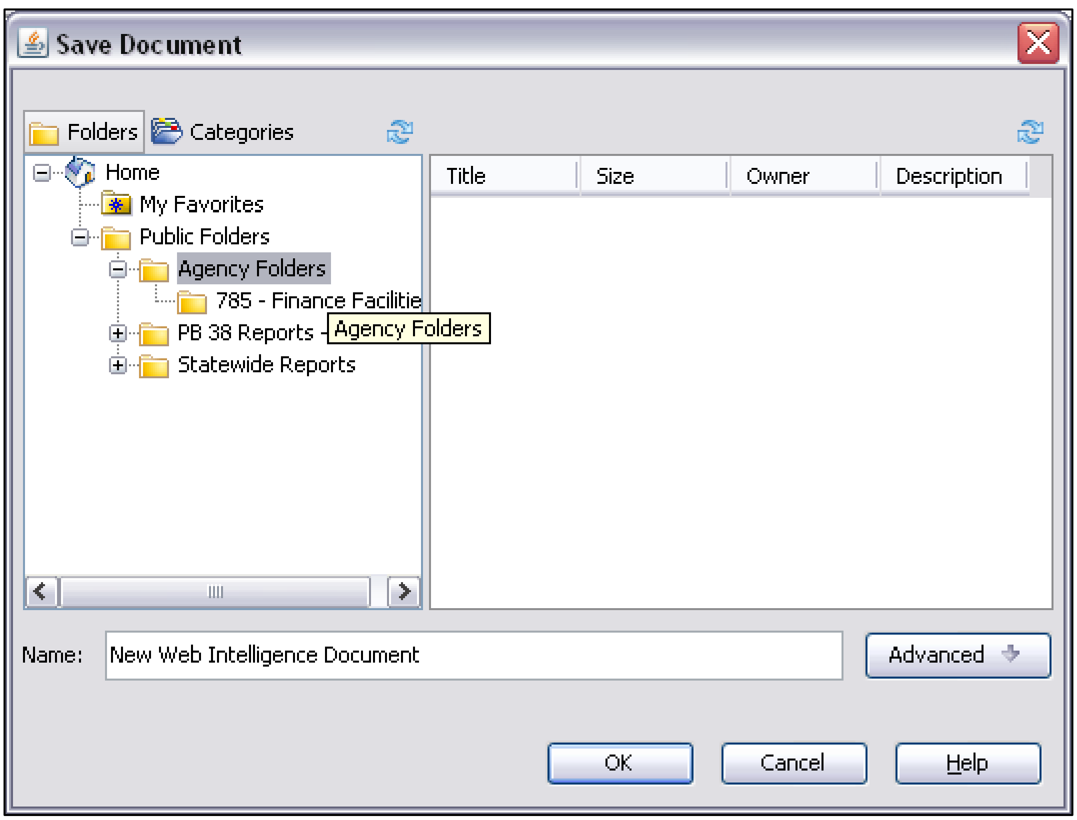
# Appendix I
# Save/Print/Send Reports

**Saving Custom Reports - "Save As" or "Save to my Computer As".**

In order to save a report that you are creating or editing you will need to click on the drop down arrow next to the *Save* icon. If you click "Save As" you will be able to save the report to your *Favorites* folder or your departmental *Public* folder.

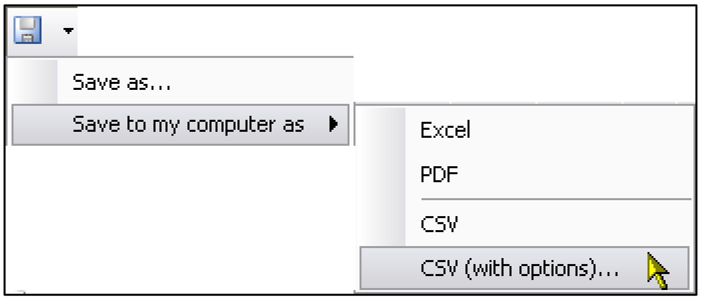

When the dialog box comes up, give your report a name, you may give it a description, and you may check the box to have it refresh on open (suggest that you leave this box unchecked). You will also need to select the *Location* to where you want the report saved. If you select *Favorites* the report will be saved to your *Favorites* folder but if you wanted to save it as a departmental report you would then select the proper location under *Public Folders* > *Agency Folders*.



## Saving Reports to Your Computer

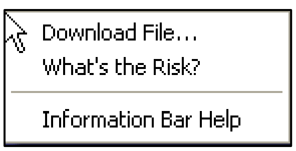
***Open*** the report in *HTML* format.

Click on ***Document*** at the top left of the report and then "*Save to my computer as*". You will have several different save options: PDF, Excel or CSV.

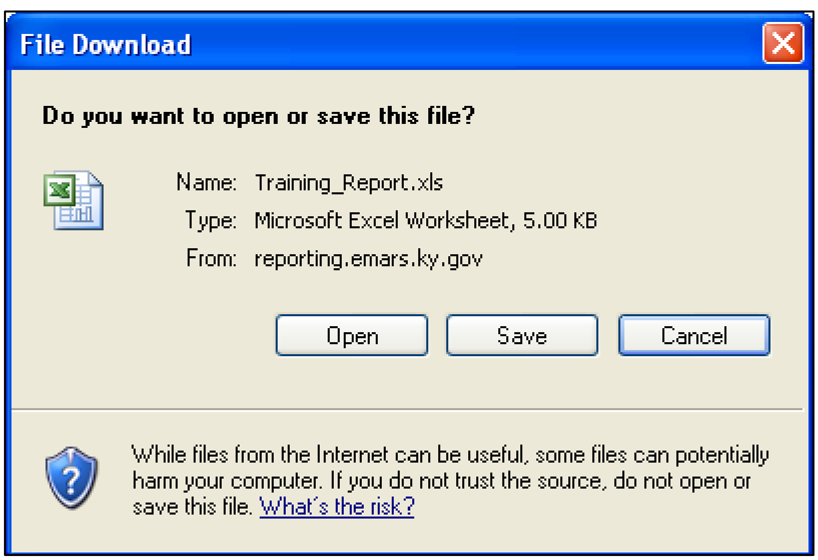



You may receive the following message at the top of your screen once you have selected your file type:


Click on the message and select *Download File*:




You will be directed back to the infoAdvantage *Home* screen. You will need to find your document and then go through the Save process a second time. You will now have the option to open or save the report to your computer.

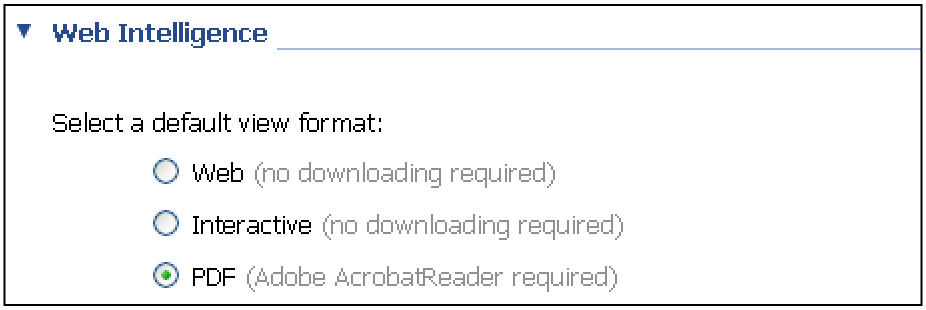


## Printing Reports

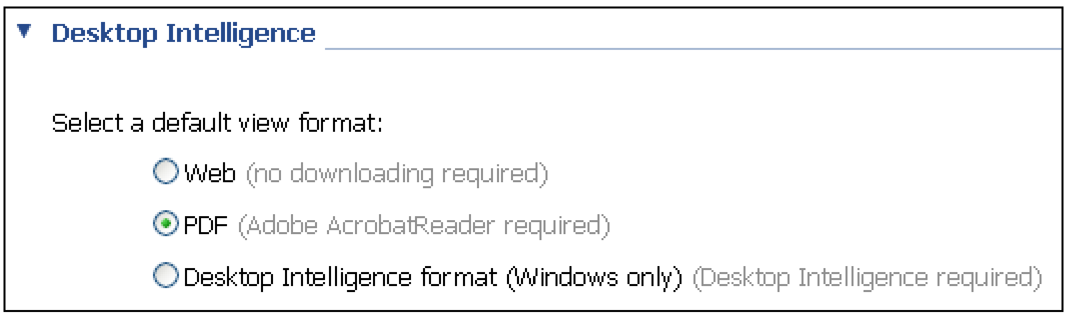
To print a report, you must first open the report in *PDF* mode.

Be sure under "*Preferences*" you have the following options selected:

*Web Intelligence Document*:

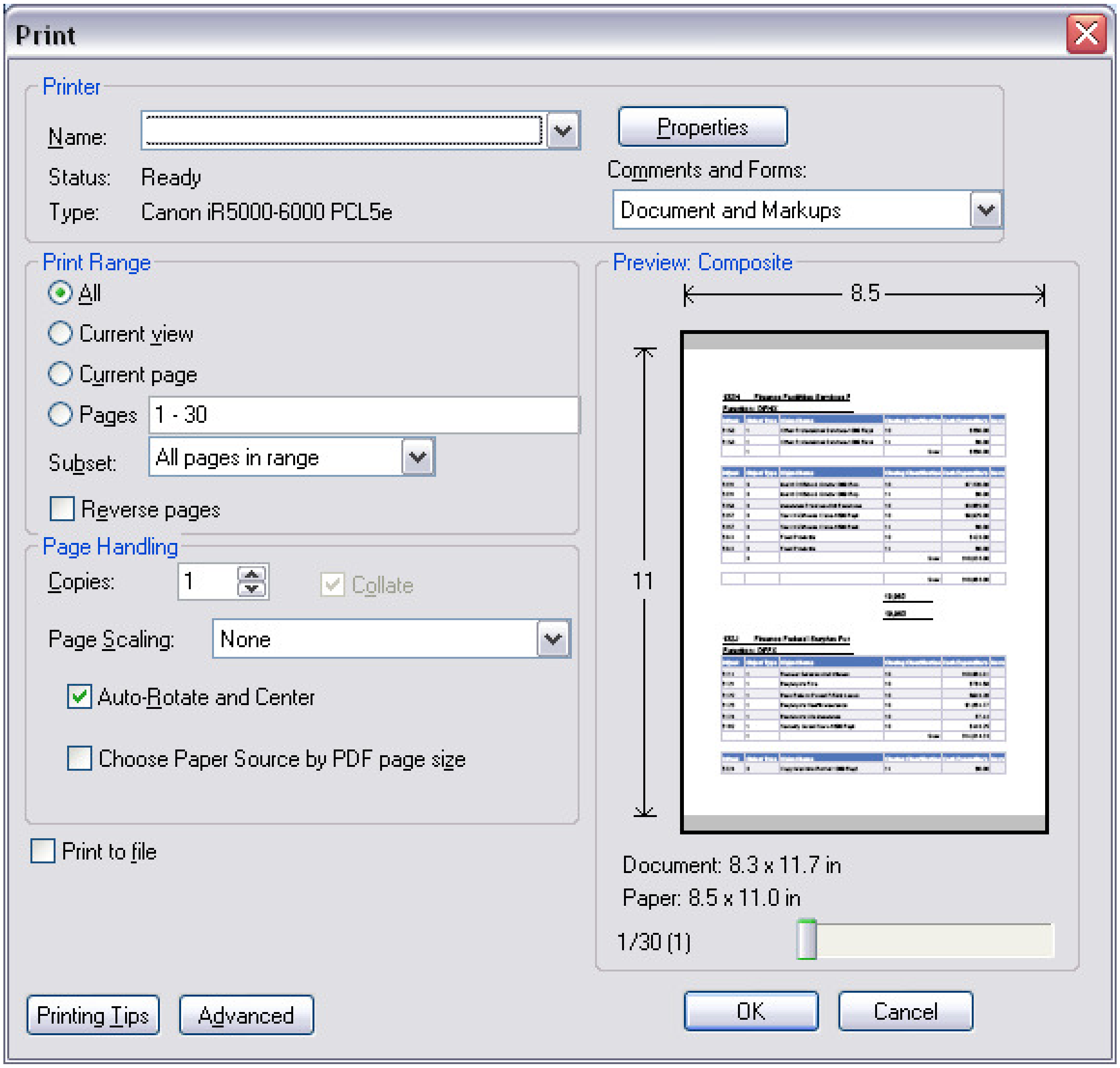



*Desktop Intelligence* (Thick Client):



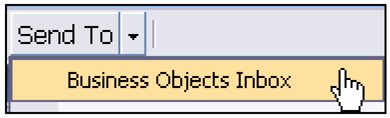

Click on the *Printer* at the top of the report.

You may then choose your printer and print the report.



## Sending Reports to Other Users

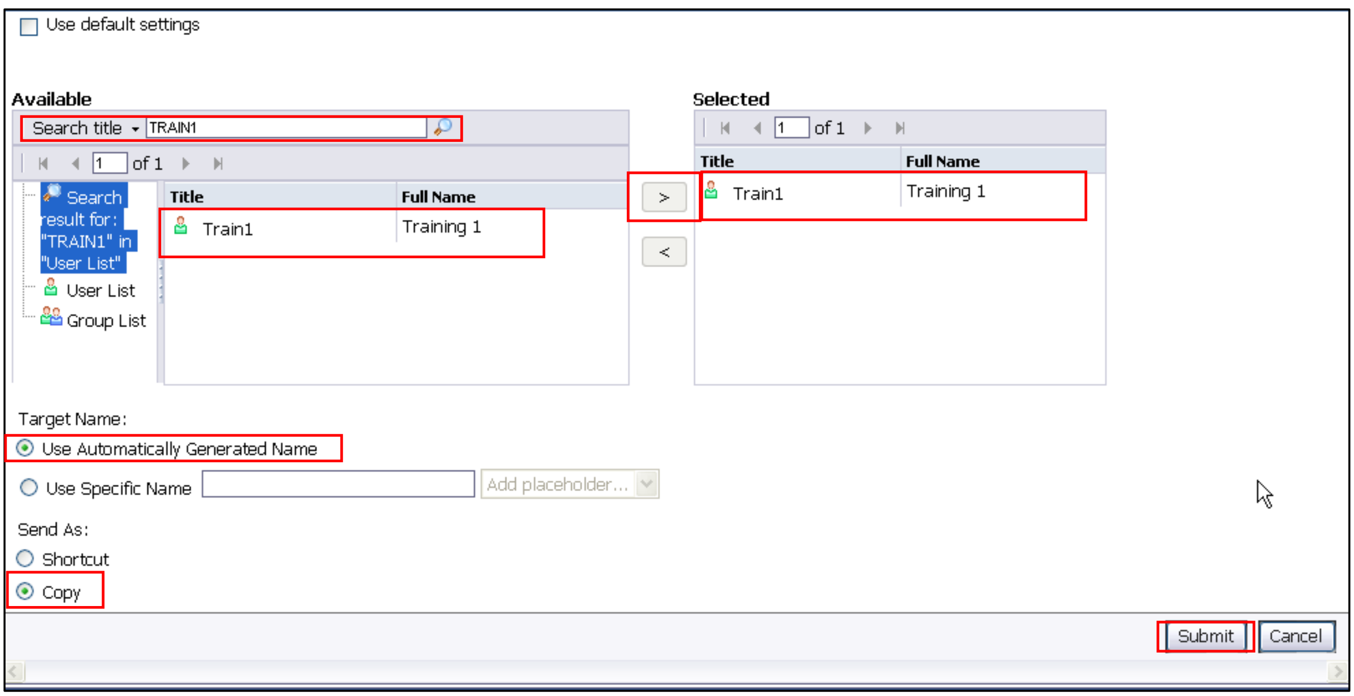
1. **Open** up the report you wish to send to another user.  Click *Send* on the *Home Panel Toolbar*.




2. **Deselect** "*Use default settings*" checkbox.
3. **Click** on *Users List.*
4. **Type** the User ID  in the *Search title*
5. **Click** on *Search* icon or press the Enter key. 

   The user will show up in the *Available* box on the left below the *Title.*
6. **Click** on the User ID and click the greater than sign "**>**".

   The User ID will be moved to the *Selected* box on the right.
7. **Select** *Use Automatically Generated Name* for the *Target Name*.
8. **Select** *Copy* for *Send As.*




9. Click Submit to send the report to the selected users.

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# Appendix J
# Primary Verses Kernel Universes

The following is a list of *Universes* that are available in eMARS.
*Universes* marked as ***KERNEL*** in the list below should not be used for reporting.
*Universes* marked as ***PRIMARY*** should and will be used for reporting.

*Primary Universes* will contain one or several *Kernel Universes*. This design allows developers to update a *Kernel Universe* and have the changes reflected in all the *Primary Universes*.

**PRIMARY UNIVERSES**

Accounting Template and Profile
Accounts Payable
Accounts Payable - Kentucky
Accounts Payable Open Items
Accounts Receivable
Budget Execution Universe - KY
Cingular
Commodity Journal Universe
Cost Accounting
Document Phase Universe - KY
ePay
Fixed Assets
General Accounting
Inventory
KY-COA
KY Cost Accounting
KY_TempFYDAD
KY_YECash
PER
PCARD_DTL
Proc Solicitation Lifecycle Univ
Procurement Card
Procurement Awards Universe
Procurement Folder Universe
Procurement Matching Status
Procurement Post Awards Universe
Procurement Requisitions Universe
Proof of Necessity
Security and Workflow
Travel Accounting
Vendor ABA

**Note:**
- **ePay and PER Universes require additional security.**
- **Cingular, ePay, PER, PCARD_DTL, and Universes with KY or Kentucky in the name are Custom universes and will not be included in the base-line documentation. See *Appendix K Additional Resources* for a link to the base-line documentation.**

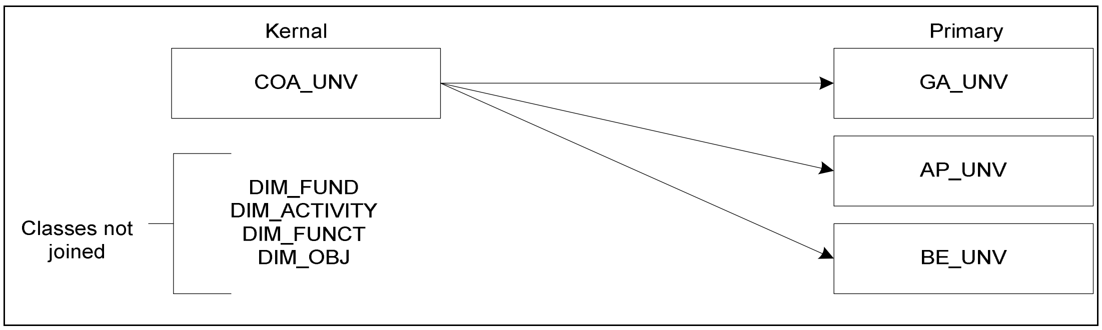
**KERNEL UNIVERSES**

Accounting Journal Universe
Chart of Accounts
Commodity Universe
Common Reference Universe

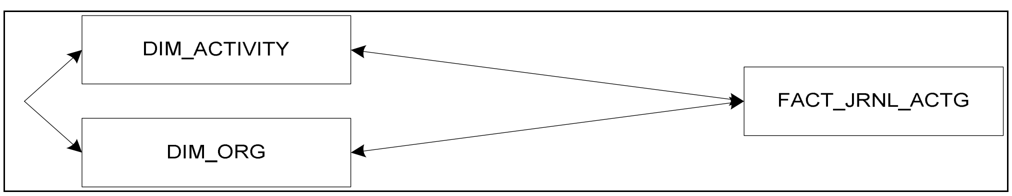
Document Catalog
Geographic Location
Procurement Reference Info Universe
Time Universe
Vendor

**Kernal Universes:**

Mini *Universes*
Not set up with relationships
Created because they will be used in *Primary Universes*
Changes in *Kernal Universes* are referenced in *Primary Universes*




In the figure above, the *Kernal Chart of Accounts Universe* (COA_UNV), you can see that the classes within the universe are not joined together. When the *Chart of Accounts Universe* is joined to the *Primary Universes*, each class in *Chart of Accounts* is joined to a *FACT* table in one of the *Primary Universes.*

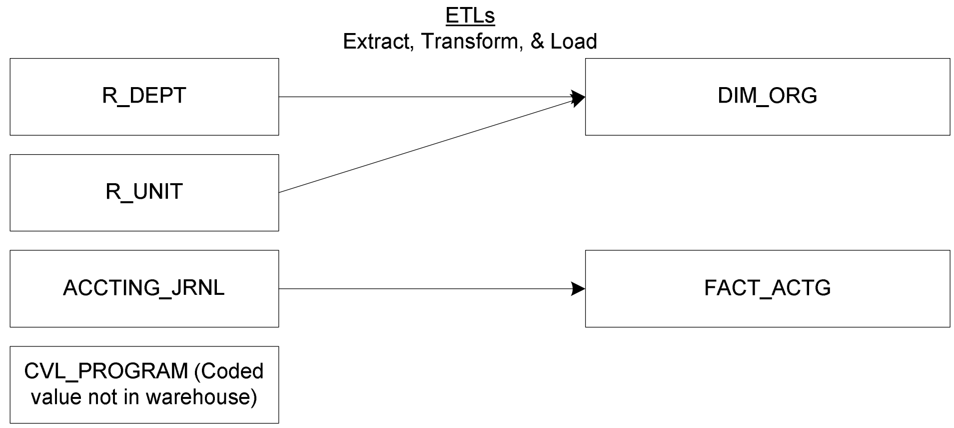



If the classes within the *Chart of Accounts Universe* were joined, an infinite loop would be created. In the figure above, the classes are show joined together but also joined to a fact table. If this were to happen in *infoAdvantage* a loop would be created that would look something like

*Fact* to *Activity* to *Org* to *Fact* to *Activity* to *Org*….etc

*Fact* to *Org* to *Activity* to *Fact* to *Org* to *Activity*….etc

*Org* to *Activity* to *Fact* to *Org* to *Activity* to *Fact*….etc

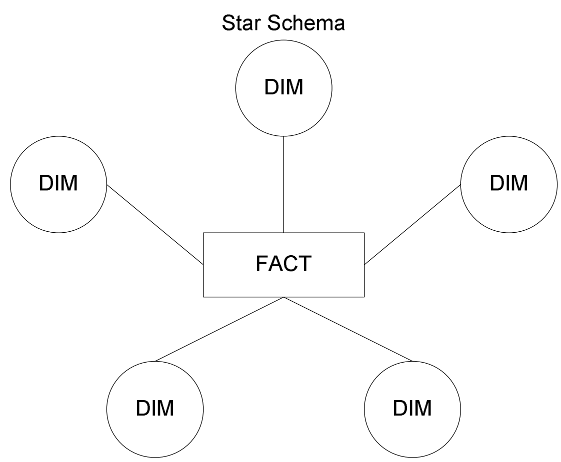



R_ = *Reference Table* in *Financial Database*

CVL_ = C*oded Values Table* in *Financial Database* – Not in *Reporting Database*

FACT = *Primary Table* in R*eporting Database* (Links to *DIM* tables)

DIM = *Reference Table* in *Reporting Database*



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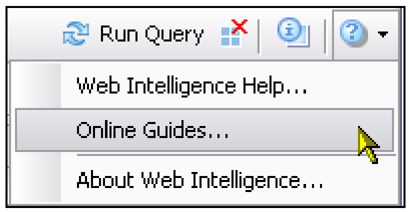
# Appendix K
# Additional Resources

Some additional resources for obtaining help with infoAdvantage:

1. Within *Webi*, by clicking on the help icon, there are several other resources that provide information that will help you with building reports in *Webi*.




2. http://finance.ky.gov/internal/eMARS/reports.htm

   The eMARS website under the *Reporting* link offers a link to the infoAdvantage Universes and Reports Guide that provides a listing of the *Universes* that are available and what *Classes* they consist of.

3. Creating Documents with Business Objects:  Web Intelligence XI Course by Robert D. Schmidt

4. The Complete Reference:  Business Objects XI by Cindi Howson

   These books may be purchased on Amazon.com.